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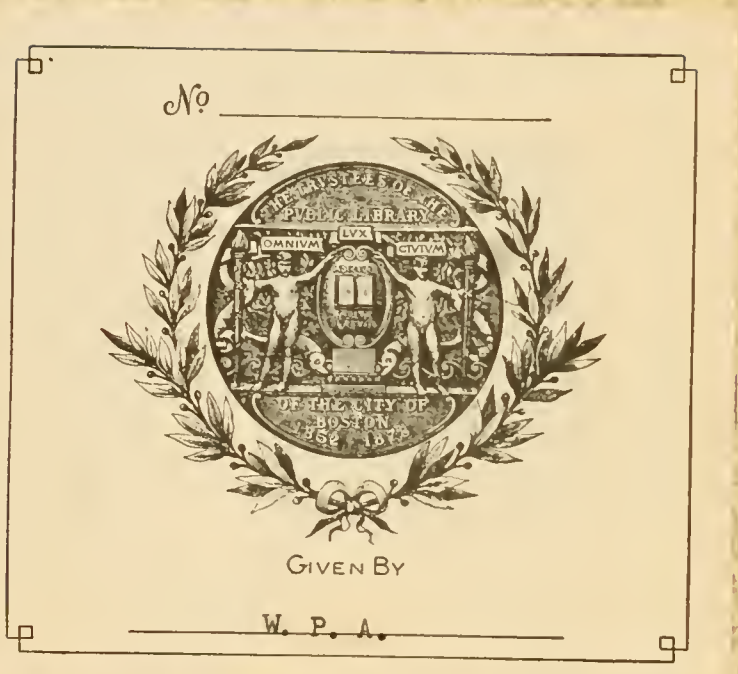
MANUAL
OF
RULES AND REGULATIONS

VOLUME 2

PROJECT PLANNING
AND
OPERATION

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION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FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

September 8, 1942

Transmittal Letter (Volume II, Project Planning and Operation) No. 13

TO: All State Work Projects Administrators

SUBJECT: Revisions to Chapters 5 and 10 of Volume II of the Manual

Transmitted herewith are revised pages 2.5.023, 2.5.024, 2.5.025 2.5.032, 2.5.080, 2.10.006, 2.10.007, 2.10.029, 2.10.069, 2.10.070, 2.10.071, 2.10.072, 2.10.073, 2.10.074, 2.10.075, 2.10.076, 2.10.077, and new page 2.10.071C of Volume II, Project Planning and Operation, of the Manual.

The following is a summary of the changes that shall be effected as a result of the revisions in the accompanying revised pages.

Report of inventory for implements and other property owned within the Supply Fund Inventory and made available to projects on a returnable basis shall be rendered at least quarterly in lieu of monthly as currently prescribed. REPORT OF INVENTORY, WPA Form 720 (Revised) shall be used for this purpose. (The present stock of WPA Forms 720 shall be modified and used before requesting a supply of the revised WPA Form 720.)

PROJECT REPORT AND RECORD OF EXPENDABLE PROPERTY, WPA Form 721 (Revised) combines the features of former REPORT OF INVENTORY AND MOVEMENT OF PROPERTY, WPA Form 720, and RECORD OF DAILY INCORPORATION OR CONSUMPTION OF PROPERTY IN PROJECTS, WPA Form 742. The two latter forms are superseded. The use of WPA Form 721 (Revised) also eliminates the use of INVENTORY RECORD WPA Form 747 for project owned expendable property.

WPA Form 721 (Revised) when audited and reconciled by the Property Accountant becomes the inventory record of project expendable property.

Semiannual reports of inventory currently prescribed are changed to annual reports to be made as of December 31.

All records of inventory shall be maintained in the Property Accounting Units of the Supply Section. The use of WPA Forms 721 (Revised) and other appropriate revisions eliminate the necessity of maintaining records of inventory on projects and in administrative offices.

Changes from old to revised methods shall be consumated in an organized and orderly manner, as prescribed by the State Administrator.

Revised page 2.5.023 provides revised general instructions relating to the receipt, control, and disposition of property.

Revised pages 2.5.024 and 2.5.025 delete all material previously contained on these pages.

Revised page 2.5.032 provides a minor change in the instructions relative to checking project property documents.

Revised page 2.5.080 provides revised instructions relating to the inventory of property in the custody of projects to be superseded or continued under a new project.

Revised page 2.10.006 eliminates instructions for the maintenance of records on projects or in administrative offices, and provides for the addition of WPA Form 721 (Revised) to the file of documents to be maintained in Supply Sections.

Revised page 2.10.007 provides revised instructions relating to the files of documents to be maintained by responsible employees on operating projects and in administrative offices.

Revised page 2.10.029 provides revised instructions relating to the maintenance of records of inventory and the reconciliation of inventory by the Property Accounting Units.

Revised page 2.10.069 deletes WPA Form 742 from and adds PROJECT REPORT AND RECORD OF EXPENDABLE PROPERTY, WPA Form 721 (Revised) to the list of forms included in the reporting system.

Revised pages 2.10.070, 2.10.071, and added page 2.10.0710 provide instructions on Reports and Records of Inventory and Movement of Property, WPA Forms 720 and 721 (Revised).

Revised pages 2.10.072, 2.10.073, and 2.10.074 provide instructions on the Use, Preparation, and Disposition of Report of Inventory, WPA Form 720.

Revised pages 2.10.075, 2.10.076, and 2.10.077 provide instructions on the Use, Preparation, and Disposition of PROJECT REPORT AND RECORD OF EXPENDABLE PROPERTY, WPA Form 721 (Revised) and for the use of RECORD OF PROPERTY INVENTORY RECONCILIATION, WPA Form 780.

George H. Field

George H. Field
Deputy Commissioner

A5230

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
WASHINGTON, D. C.

March 13, 1943

Transmittal Letter (Volume II, Project Planning and Operation) No. 14

TO: All State Work Projects Administrators

SUBJECT: Transmittal of Chapter 8, Project Personnel, of Volume II of the Manual

Transmitted herewith is Chapter 8 of Volume II, Project Planning and Operation, of the Manual.

Chapter 8, Project Personnel, of Volume II, prescribes the procedures governing the (1) functions and responsibilities of operating divisions, (2) acquisition of project personnel, (3) responsibilities in the employment of project personnel, (4) warnings, suspensions, and adjustment of grievances, and (5) termination of employment of project personnel.

Instructions now contained in Chapter 5 of this Volume, concerning project personnel, shall hereby become inoperative pending revision of the pages containing such instructions.

George H. Field

George H. Field
Deputy Commissioner

AL830

ATTACHMENT TO TRANSMITTAL LETTER (Volume II, Project Planning and Operation)
NO. 13

2.5.023	Insert	revised	page
2.5.024	"	"	"
2.5.025	"	"	"
2.5.032	"	"	"
2.5.080	"	"	"
2.10.006	"	"	"
2.10.007	"	"	"
2.10.009	"	"	"
2.10.069	"	"	"
2.10.070	"	"	"
2.10.071	"	"	"
2.10.0710	"	added	"
2.10.072	"	revised	"
2.10.073	"	"	"
2.10.074	"	"	"
2.10.075	"	"	"
2.10.076	"	"	"
2.10.077	"	"	"

A4725

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

July 6, 1942

Transmittal Letter (Volume II, Project Planning and Operation) No. 12

TO: All State Work Projects Administrators

SUBJECT: Revision of pages 2.10.009, 2.10.010, 2.10.011, 2.10.012, 2.10.013, 2.10.014, 2.10.021, new pages 2.10.0121, 2.10.0122, 2.10.0141, 2.10.0142, 2.10.0210 through 2.10.0213 and Appendix E of the Manual

Transmitted herewith are revised pages 2.10.009, 2.10.010, 2.10.011, 2.10.012, 2.10.013, 2.10.014, 2.10.021, new pages 2.10.0121, 2.10.0122, 2.10.0141, 2.10.0142, 2.10.0210 through 2.10.0213 and an Appendix E of Volume II of the Manual.

Revised pages 2.10.009 through 2.10.014 and new pages 2.10.0121, 2.10.0122, 2.10.0141, and 2.10.0142 provide instructions for the evaluation of property accepted into custody of the Work Projects Administration.

Instructions on these pages for evaluating property accepted into custody of the State Work Projects Administration from project sponsors, are not intended to change the instructions on sponsor's contributions contained in General Letter 291 (Revised).

The revision of the above pages and the addition of new pages and appendix provide for a uniform method of appraising and evaluating all equipment coming into the custody of the Work Projects Administration.

Revision of page 2.10.021 and the additional new pages provide for the establishment of a standardized rental rate structure applicable to equipment owned by the Supply Fund Inventory Account.

These provisions of revised page 2.10.021 and new pages 2.10.0210 through 2.10.0213 shall become effective as of August 15, 1942, and be applicable to all equipment owned by the Supply Fund Inventory Account and rented to projects on and after that date.

Appendix E provides tables of assigned service life and annual depreciation factors for WPA-owned automotive and construction equipment, and office equipment.

F. H. Dryden
Acting Commissioner of Work Projects

ATTACHMENT SHEET TO TRANSMITTAL LETTER (VOLUME II) NO. 12

2.10.009	Insert	revised	page
2.10.010	"	"	"
2.10.011	"	"	"
2.10.012	"	"	"
2.10.0121	"	added	"
2.10.0122	"	"	"
2.10.013	"	revised	"
2.10.014	"	"	"
2.10.0141	"	added	"
2.10.0142	"	"	"
2.10.021	"	revised	"
2.10.0210	"	added	"
2.10.0211	"	"	"
2.10.0212	"	"	"
2.10.0213	"	"	"
2.E.001 through 2.E.012	"	"	pages

A4681

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

July 3, 1942

Transmittal Letter (Volume II, Project Planning and Operation) No. 11

TO: All State Work Projects Administrators

SUBJECT: Revision of Pages 2.9.004, 2.9.034, 2.9.055, 2.9.059, and new pages 2.9.0641 through 2.9.06497 of Volume II, of the Manual

Transmitted herewith are revised pages 2.9.004, 2.9.034, 2.9.055, 2.9.059, and new pages 2.9.0641 through 2.9.06497 of the Manual.

Revised page 2.9.004 provides instructions for the purchase of bituminous materials for paving on airport projects, and purchase of equipment or materials under contract requiring installation or application by the vendor.

Revised page 2.9.034 provides a restatement of the instructions concerning purchase of bituminous materials for airport projects in accordance with specifications formerly issued by the Civil Aeronautics Administration, Airport Division, Washington, D. C.

Revised page 2.9.055 provides instructions concerning the Standard Conditions of Rental which cover the renting of equipment on (1) a production basis, (2) with operating personnel on a time basis, and (3) renting bare equipment, (time basis).

Revised page 2.9.059 the instructions on the rental of equipment on a production (output) basis formerly on this page. (see page 2.9.0641)

New pages 2.9.0641 through 2.9.06497 provide instructions for obtaining equipment on a production(output) basis of rental. These pages contain instructions for the preparation of requisitions for rental of equipment on a production basis and various conditions which shall govern the operation of the equipment and the responsibilities of vendors of such equipment.

F. H. Dryden
Acting Commissioner of Work Projects

A4681

ATTACHMENT TO TRANSMITTAL LETTER (VOLUME II, PROJECT PLANNING AND OPERATING) NO. 11 .

Page 2.9.004	Insert revised page
Page 2.9.034	" " "
Page 2.9.055	" " "
Page 2.9.059	" rescinded page
Pages 2.9.0641 through 2.9.06497	" new pages

A3324

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

October 4, 1941

Transmittal Letter (Volume II, Project Planning and Operation) No. 9
Supplement No. 1

TO: All State Work Projects Administrators

SUBJECT: Transmittal of Revised Page 2.10.064 of the Manual of Rules and Regulations

Transmitted herewith is revised page 2.10.064 of the Manual of Rules and Regulations which was inadvertently omitted from some copies of Transmittal Letter (Volume II, Project Planning and Operation) No. 9.

Howard O. Hunter
Commissioner of
Work Projects

A3224

ATTACHMENT TO TRANSMITTAL LETTER (VOLUME II, PROJECT PLANNING AND OPERATION)
No. 9, Supplement No. 1

Page 2.10.064 Insert revised page

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

AZ268

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

September 25, 1941

Transmittal Letter (Volume II, Project Planning and Operation) No. 9

TO: All State Work Projects Administrators

SUBJECT: Transmittal of revised pages 2.10.061, 2.10.062, 2.10.064 and 2.10.065 of the Manual of Rules and Regulations

Transmitted herewith are revised pages 2.10.061, 2.10.062, 2.10.064, and 2.10.065 of the Manual of Rules and Regulations covering the preparation of Transfer Voucher, WPA Form 740, and Property Transfer Order and Receipt, WPA Form 740a.

Howard O. Hunter

Howard O. Hunter
Commissioner of
Work Projects

A3268

ATTACHMENTS TO TRANSMITTAL LETTER (VOLUME II, PROJECT PLANNING AND OPERATION)
No. 9

Page	2.10.061	Insert	revised	page
"	2.10.062	"	"	"
"	2.10.064	"	"	"
"	2.10.065	"	"	"

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

A3103

HOWARD O. HUNTER
COMMISSIONER OF WORK PROJECTS

August 19, 1941

Transmittal Letter (Volume II, Project Planning and Operation) No. 8

TO: All State Work Projects Administrators

SUBJECT: Transmitting New Pages 2.10.008 and 2.10.0081 and Revised Page 2.9.068 of the Manual of Rules and Regulations

Transmitted herewith are new pages 2.10.008 and 2.10.0081 and revised page 2.9.068 of the Manual of Rules and Regulations prescribing a uniform system for the identification of vehicles owned or leased by the Work Projects Administration, as required by Bureau of the Budget Circular No. 374.

The material on page 2.9.068 has been deleted and is replaced by the instructions on pages 2.10.008 and 2.10.0081.

The official identification shields and lettering shall be displayed on all vehicles required to be so marked by October 1, 1941. The official tags shall be displayed on all vehicles required to bear them by January 1, 1942, or as soon thereafter as they are available.

Provision is made for procurement of official license tags and decalcomania shields and lettering through the central office supply fund.

The instructions provide for the maintenance of records as to vehicle identification and the submission of a certified annual report.

State Administrators shall notify the Assistant Commissioner in charge of the Division of Administration in the central office when all vehicles have been marked in accordance with the provisions on pages 2.10.008 and 2.10.0081.

A3103

My Memorandum dated December 9, 1940, entitled "Identification of Automotive Equipment" is hereby rescinded.

Howard C. Hunter

Howard C. Hunter
Commissioner of
Work Projects

A3103

ATTACHMENTS TO TRANSMITTAL LETTER (VOLUME II, PROJECT PLANNING AND OPERATION) NO. 8

Page	2.9.068	Insert revised page	
"	2.10.008	" new	"
	2.10.0081	" "	"

A2533

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O HUNTER
ACTING COMMISSIONER OF WORK PROJECTS

May 20, 1941

Transmittal Letter (Volume II, Project Planning and Operation) No. 7

TO: All State Work Projects Administrators

SUBJECT: Revisions to Chapter 9, Volume II, of the Manual of Rules and Regulations

Transmitted herewith are revisions of pages 2.9.004, 2.9.013 and 2.9.019 of the Manual of Rules and Regulations.

Revised page 2.9.004 incorporates into the list of transactions requiring central office approval the regulation set forth on revised page 1.6.051 regarding the rental of automotive equipment with administrative funds. The revision of page 2.9.004 also incorporates the revised instructions on pages 1.6.051 and 1.6.053 which eliminate restrictions on the purchase or rental of certain items of furniture and office equipment and provide that the purchase or rental of only those items of furniture and office equipment within the categories designated on revised page 1.6.053 shall be subject to the prior approval of the Assistant Commissioner in charge of the Division of Administration.

Pages 2.9.013 and 2.9.019 have been revised to clarify the procedure to be followed in the submission of requisitions requiring central office approval. The revised instructions provide that requisitions requiring central office approval which are not chargeable to administrative funds shall be encumbered prior to submission to the central office for approval. Requisitions chargeable to administrative funds and requiring central office approval shall not be encumbered prior to approval by the central office.

Howard O. Hunter

Howard O. Hunter
Acting Commissioner of Work Projects

A2533

LIST OF ATTACHMENTS TO TRANSMITTAL LETTER (VOLUME II, PROJECT PLANNING AND OPERATION) NO. 7

Page 2.9.004	Insert revised page
Page 2.9.018	Insert revised page
Page 2.9.019	Insert revised page

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C

A2300

HOWARD O HUNTER
ACTING COMMISSIONER OF WORK PROJECTS

March 25, 1941

Transmittal Letter (Volume II, Project Planning and Operation) No. 6

TO: All State Work Projects Administrators

SUBJECT: Transmittal of new pages 2.9.0401 and 2.9.0402 of the Manual of Rules and Regulations

Transmitted herewith are additional pages 2.9.0401 and 2.9.0402 of the Manual of Rules and Regulations covering the purchase or rental of special equipment and film required for the operation of projects for arranging and microfilming records.

Howard O. Hunter

Howard O. Hunter
Acting Commissioner of
Work Projects

A2300

LIST OF ATTACHMENTS TO TRANSMITTAL LETTER (VOLUME II, PROJECT PLANNING AND OPERATION) NO. 6

Page 2.9.0401	Insert new page
" 2.9.0402	" " "

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

A2261

HOWARD O HUNTER
ACTING COMMISSIONER OF WORK PROJECTS

March 18, 1941

Transmittal Letter (Volume II, Project Planning and Operation) No. 5

TO: All State Work Projects Administrators

SUBJECT: Revision of Pages 2.10.080, 2.10.081 and 2.10.082 of the Manual of Rules and Regulations

Transmitted herewith are revisions of pages 2.10.080, 2.10.081, and 2.10.082 of the Manual of Rules and Regulations.

The revised instructions involved are summarized as follows:

Page 2.10.080 Separate lists of serviceable surplus property shall be prepared for administrative, project, and Supply fund inventory property. Work project numbers shall be shown for project-owned property. All lists shall show the address at which the property is located.

Pages 2.10.080-2.10.081 Surplus hand tools and devices classified as implements, construction equipment, and other-than-construction equipment, owned within the Supply Fund Inventory Account, shall be transferred to needing State Administration Supply Fund Inventory Accounts without exchange of funds. All transfers between State Administrations of (1) expendable property, and (2) other property not owned within the Supply Fund Inventory Account or the Administrative Account shall be accomplished within an appropriate exchange of funds.

New instructions also are provided relating to (1) prior approval by regional offices and/or the central office of proposed transfers, and (2) the crediting and debiting of the value of the property transferred.

Howard O. Hunter

Howard O. Hunter
Acting Commissioner
of Work Projects

A2261

ATTACHMENTS TO TRANSMITTAL LETTER (VOLUME II, PROJECT PLANNING AND OPERATION) No. 5

Page	2.10.080	Insert	revised	page
"	2.10.081	"	"	"
"	2.10.082	"	"	"

A2206

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O HUNTER
ACTING COMMISSIONER OF WORK PROJECTS

March 8, 1941

Transmittal Letter (Volume II, Project Planning and Operation) No. 4

TO: All State Work Projects Administrators

SUBJECT: Transmittal of Chapter V and Appendix A, Revised, of Volume II of the Manual of Rules and Regulations

Section 1. General There is transmitted herewith Chapter V of Volume II, Project Planning and Operation, of the Manual of Rules and Regulations, together with Appendix A, Revised.

Submitted as an attachment to this Transmittal Letter is a listing of all Operating Procedures, General Letters, Handbook of Procedures sections, Memoranda, and Serial Telegrams in active status as of March 1, 1941. This attachment supplements General Letter No. 290 and attachments to previous Transmittal Letters for the Manual of Rules and Regulations.

Chapter V provides instructions relating to general conditions of project operations, including amplified instructions regarding such factors as (1) authority and responsibility, (2) scheduling, (3) use and control of personnel and property, (4) control and direction of operations, (5) protection of workers and the public, (6) relations with the general public, and (7) suspension and termination of projects. The provisions of several safety bulletins and other safety releases pertinent to project operations have been incorporated in Chapter V. Safety instructions will continue to be released in bulletin form, however, in order to permit widespread distribution.

Particular attention is directed to the instructions regarding (1) assignment of duties to workers (page 2.5.015) and (2) location of projects in relation to the homes of available workers, including instructions regarding the transportation of workers to and from project sites (page 2.5.037). With respect to the assignment of duties to workers, it should be noted that the supervisory employee in charge of a project shall not require any worker to perform as regular duties functions which in that locality are not customarily included within the scope of the occupational title at which the worker is assigned.

Section 2. Provisions of Chapter V, Volume II Chapter V, Volume II, contains instructions regarding the following subjects:

Part	Pages	Subject
I	2.5.001-2.5.008	Authority and Responsibility for Project Operation
II	2.5.009-2.5.014	Scheduling and Initiation of Project
III	2.5.015-2.5.026	Use and Control of Personnel and Property
IV	2.5.027-2.5.036	Control and Direction of Project Operation
V	2.5.037-2.5.050	Protection of Workers and the Public
VI	2.5.051-2.5.053	Relations with the General Public
VII	2.5.055-2.5.064	Project Appearance and Identification Signs
VIII	2.5.065-2.5.078	Establishment and Operation of Work Camps
IX	2.5.079-2.5.084	Temporary Suspension and the Termination of Project Operations

Section 3. Rescission of Other Procedures Through the issuance of Chapter V, Volume II, of the Manual of Rules and Regulations, the following procedures are superseded and rescinded:

Sections 9, 10, 11, 13, 15, 16, 18, 22, 26, 27, 32, 33 of Chapter X of the Handbook of Procedures

Operating Procedure Nos. O-6 and O-13, section 3

General Letters Nos. 127, 141, 180, 185, 200, 211, 211, Supplement No. 1, 215, 309, and 310, Revised, sections 1 through 8.

Howard O. Hunter

Howard O. Hunter
Acting Commissioner
of Work Projects

ATTACHMENT

List of Operating Procedures, General Letters, Handbook of Procedures' Sections, Memoranda, and Serial Telegrams in Active Status as of March 1, 1941

Section 1. Operating Procedures in Active Status The Operating Procedures in active status as of March 1, 1941, are as follows:

Operating Procedure Number	Operating Procedure Number
E-9	
F-2A, section 1, 3	C-4
F-17, sections 1, 2, 3 (modified by Chapter V, Volume IV, Finance)	O-5
F-44	O-10
G-1 (Section 34 modified by O.P. No. O-10)	O-11
	O-12
G-2 (Sections 7 and 8 modified by G. L. No. 306)	O-13 (section 3 incorporated in
	O-14 Chapter V, Volume II)
	O-17 Section 4 (par. 3), 5
G-5	O-18

Section 2. General Letters in Active Status The General Letters in active status as of March 1, 1941, are as follows:

Number	Number	Number
13	210	260
26		264, sections 2, 3, 4, 5
53		267
86	213	267, Supp. 1
106	214	
		272, Revised
130	219	
	220	275
151	228, Revised	275, Supp. 1
	228, Revised, Supp. 1	277
174	230	281
175		281, Supp. 1
	238	289
181		290 (Modified by this Attachment)
196	242	291 (Revised 3/22/40)
		294
203	251	301

Number	Number	Number
302	310, Revised, Sections 9 through 20	318
	311	318, Supp. 1
306	312	318, Supp. 2, Appendix A
	312, Supp. 1	318, Supp. 2, Revised
308, Revised	313, Revised	318, Supp. 4
	314	319
		319, Supp. 1
		319, Supp. 2
		319, Supp. 3
		319, Supp. 4
		319, Supp. 5
		320
		321
		331, Supp. 1
		332, Revised
		332 Revised, Supp. 1
		323
		323, Supp. 1
		324
		325, Revised
		327
		329
		330
		330, Supp. 1
		331

Section 3. Sections of Handbook of Procedures in Active Status
The following sections of the Handbook of Procedures are in active status as of March 1, 1941:

Chapter	Section	Modified in Part	Unmodified
II	1	S	
IV	9, 11		X
V	1		X
VI	8, thru 11		X
VII	2, 6	X	
VII	3, 4, 7		X
VIII	1, 2, 3	X	
X	1, 2, 3, 8, 17, 23, 28, 29, 30, 31, 34, 35,		X
X	4, 5, 6, 7,	X	
XVIII	2		X

Section 4. Memoranda in Active Status Following is a list of Memoranda in active status as of March 1, 1941:

Subject	Date	Issued by
Suggested Method of Summarizing Data on Encumbrances and Expenditures for the Preparation of WPA Forms 157 and 158	2/3/38	Mr. Gill

Subject	Date	Issued by
Reimbursing of Central Supply Fund for Encumbrances made for the Purchase of Textiles and Materials	7/11/38	Mr. Holmes (Partial distribution)
Purchasing of Shovels	1/3/39	Major Harloe
Discontinuance of WPA Operations in Certain Areas	7/24/39	Colonel Harrington
Reference Files for Project Applications Submitted to the Washington Office	8/2/39	Major Harloe
Public Law No. 252	8/5/39	Mr. Hunter
Recreation Leaders in U. S. Forest Service Public Organization Camp Areas	8/5/39	Mrs. Kerr (Partial distribution)
Specifications for Window Envelopes Required for Assignment and Termination Notices	8/29/39	Mr. Dort
Cooperation with Antitrust Division, Department of Justice	9/13/39	Mr. Hunter
Circular No. 3301	11/3/39	Colonel Harrington
Instructions for Preparation of REPORT OF ACCOMPLISHMENT, WPA Form 375	11/15/39	Colonel Harrington
Recreation Leaders in National Park Service and State Park Recreation Areas	12/22/39	Mrs. Kerr
WPA Radio Programs	12/28/39	Mr. Hunter
Technical Instructions for the Microfilming of Records in the Custody of the Work Projects Administration	1/6/40	Mr. Dort
Designating a Block of Unduplicated Numbers in Each County for WPA Use	1/16/40	Mr. Rauch
Vending Machines in Administrative Buildings	1/24/40	Mr. Dort

Subject	Date	Issued by
Information Service in Washington Office	2/16/40	Colonel Harrington
Participation by the Work Projects Administration in the Food Stamp Plan of the Federal Surplus Commodities Corporation	2/21/40	Mr. Rauch
Administrative Personnel Members of Officers' Reserve Corps	2/28/40	Mr. Dort
Monthly Report on the Number of Days and the Value of Accrued Annual Leave of all Administrative Employees	3/4/40	Mr. Gill
Information for the National Resources Planning Board	3/13/40	Mr. Hunter
Employment of Members of Families Receiving Grants or Loans from the Farm Security Administration on Workers Service Projects of the Work Projects Administration	4/4/40	Colonel Harrington
Compliance with Federal, State, and Local Regulations for Motor Carriers Employed by Projects Sponsors in Connection with WPA Projects	4/11/40	Major Harloe
Surplus Property Circular Issued by the Procurement Division, Treasury Department	4/26/40	Major Harloe
WPA Form 110, Summary Record of Accomplishment Reported on WPA Form 375	5/6/40	Mr. Gill
Supporting Data Required with all Project Applications	5/25/40	Mrs. Kerr Major Harloe
Promptness in Reports Concerning General Letter No. 280	5/28/40	Mr. Hunter
Instructions for Preparation of REPORT OF PUBLIC PARTICIPATION IN WPA CLASSES AND RELATED ACTIVITIES, WPA Form 380	6/10/40	Colonel Harrington
Disposition of Proceeds from Vending Machines	6/10/40	Mr. Dort

Subject	Date	Issued by
Correction in Tentative Class Specification Manual	6/13/40	Mr. Dort
Instructions for Preparation of Report of Production on Professional and Service Division Projects, WPA Form 381	6/21/40	Colonel Harrington
Production of Concrete Pipe	6/24/40	Colonel Harrington
Proposed Occupational Classification Program	6/27/40	Mr. Rauch
Specifications for Cast Iron Water Pipe	7/2/40	Major Harloe
Joint Statement Concerning Cooperative Functions Pertaining to Vocational Training Project	7/13/40	Mr. Rauch
Transmittal of Statement of President Issued September 6, 1939, and Release from the Department of Justice Dated June 11, 1940	7/15/40	Colonel Harrington
Road Data Required by Public Roads Administration	7/19/40	Major Harloe
List of Contracts and Awards for the National Defense Program	7/30/40	Mr. Hunter
Fish and Wildlife Service, Department of the Interior	8/3/40	Colonel Leavey
Administrative Changes in the Division of Statistics	8/7/40	Mr. Gill
Projects of the Navy Department	8/10/40	Colonel Harrington
Certification of National Defense Projects	8/12/40	Colonel Leavey
The United States Employment Service Dictionary of Occupational Titles	8/24/40	Mr. Rauch
National Archives Circular No. 9, "What Records Shall We Preserve," by Philip C. Brooks	8/26/40	Mr. Dort
Back Pay Awards of the National Labor Relations Board	8/26/40	Mr. Rauch

Subject	Date	Issued by
Transmitting Manual for Occupational Classifiers	9/3/40	Mr. Rauch
Report on Expenditures Made on Emergency Disaster Projects	9/4/40	Mr. Gill
Retirement Privileges for Employees Having Civil Service Status	9/7/40	Mr. Dort
Certification of National Defense Projects - Supplemental List	9/10/40	Colonel Leavey
Supplement No. 1 to Operations Memorandum No. 54 of the Rural Electrification Administration	9/12/40	Colonel Leavey
Transmitting Memorandum from United States Office of Education Regarding National Defense Vocational Training Program	9/13/40	Mr. Rauch
Special Occupations Required for National Defense	9/17/40	Mr. Rauch
Understanding Between Bureau of Employment Security and Work Projects Administration on Registration and Placement of Certified Persons	9/26/40	Mr. Rauch
Certification of National Defense Projects - Supplemental List	9/26/40	Colonel Leavey
Instructions for Preparation of Report on Public Participation in WPA School Lunch Activities, PPS Form 22	9/30/40	Mr. Hunter
Classification Titles of Appointive Positions	10/4/40	Mr. Dort
Currently Active Occupations Series	10/7/40	Mr. Rauch

Subject	Date	Issued by
Cooperation of the Work Projects Administration in Field Inspections of Procurement Offices	10/10/40	Mr. Hunter
Special Precautions in the Acquisition, Storage, Use and Disposition of Explosives	10/11/40	Colonel Leavey
Rental of Furniture and Office Equipment	10/11/40	Mr. Dort
Vending Machines on Project Sites	10/12/40	Mr. Dort
Submission of Mailing Lists for Volume II, Project Planning and Operation, of the Manual of Rules and Regulations	10/15/40	Mr. Dort
Requesting Latest Information Concerning State and District Offices	10/15/40	Mr. Dort
Instructions for the Preparation of Report on Selected Activities of the Professional and Service Division, DSS Form 24	10/16/40	Mr. Hunter
Release of Civil Service Commission's Regulations relative to the Interpretation of the Hatch Act	10/21/40	Mr. Hunter
Specification for Liquid Fungicide	10/22/40	Colonel Leavey
Certification of National Defense Projects - Supplemental List	10/22/40	Colonel Leavey
Instructions for the Preparation of Report of Public Participation in WPA Recreation Activities, DPS Form 23, and Instructions for the Preparation of Summary of Public Participation in WPA Recreation Activities, DSS Form 25	10/23/40	Mr. Hunter
Sponsors' Contributions	10/25/40	Mr. Hunter
Revised Civil Aeronautics Authority Memorandum concerning the Purchase of Airport Lighting Equipment for Use on WPA Projects for Civil Airports	10/26/40	Colonel Leavey

Subject	Date	Issued by
Blanket Requisition for Equipment Repair Parts and Other Property Required on Short Notice	10/26/40	Colonel Leavey
Planning for Winter Work on Construction Program	11/1/40	Colonel Leavey
Occupational Deferment of Key Employees under the Selective Training and Service Act	11/2/40	Mr. Hunter
Special Occupations Required for National Defense	11/7/40	Mr. Miller
Employment of Project Supervisory Employees on more than one Official Project	11/9/40	Mr. Miller
Currently Active Occupation Series	11/22/40	Mr. Miller
DSS Form 29, Quarterly Summary of Work Completed on Projects Operated by the Division of Professional and Service Projects	11/22/40	Mr. Gill
Report on State-wide Allocation of the $25,000,000 Special Non-labor Authorization	11/33/40	Mr. Hunter
Assignment of Administrative Employees and Project Workers to duties which Involve the Handling of Cash	11/29/40	Mr. Hunter
Private and Public Employment of Certified Persons	11/30/40	Mr. Hunter
Application of the Understanding as to the Registration and Placement of Certified Persons Between the Bureau of Employment Security and the Work Projects Administration	11/30/40	Mr. Miller
Identification of Automotive Equipment	12/9/40	Mr. Hunter
Employment Status of WPA Trainees	12/11/40	Mr. Miller
Report of Housekeeping Aide Services on Projects Operated by Division of Professional and Service Projects, DPS Form 24	12/20/40	Mr. Hunter

Subject	Date	Issued by
Report of Household Workers' Training on Projects Operated by the Division of Professional and Service Projects, DPS Form 25	12/21/40	Mr. Hunter
Use of WPA Form 724a, Supply Fund Report, in the Management of Supply Fund Activities	12/23/40	Mr. Rauch
Currently Active Occupation Series	1/4/41	Mr. Miller
Specifications for Cast Iron Water Pipe to be Purchased from Federal Funds	1/6/41	Mr. Dryden
Establishment of "Commissioner's Letter" and "Employment Letter" Series	1/18/41	Mr. Hunter
Change of Name of Division of Professional and Service Projects	1/22/41	Mr. Hunter
Transmitting Releases from the United States Office of Education	1/31/41	Mr. Miller
Communications with ASCAP and BMI	2/4/41	Mr. Rauch
Administrative Changes	2/21/41	Mr. Dort

Section 5. Inactive Procedures Following is a list of procedures which have become inactive since the issuance of Transmittal Letter (Volume II, Project Planning and Operation) No. 2, dated January 25, 1941. The list also shows the reason for the inactive status.

Handbook of Procedures	Superseded by
Chapter X, Sections 9, 10, 11, 13, 15, 16, 18, 22, 26, 27, 32 and 33	Chapter V, Volume II of Manual of Rules and Regulations
Operating Procedure Number	
O-6; O-13, section 3	Chapter V, Volume II, of Manual of Rules and Regulations
General Letter Number	
127; 141; 180; 185; 200; 211; 211, Supp. No. 1; 215; 309; 310, Revised, sections 1 through 8	Chapter V, Volume II, of Manual of Rules and Regulations
237; 270; 307; 316; 318, Supp. No. 3; 326	Lapsed
Serial Telegram	
105	Lapsed
217	Operating Procedure No. E-9, section 30 (See Operating Procedure Memorandum No. 134)

Memoranda	Superseded by
Lists of Terminated WPA Personnel, dated 10/25/39	Lapsed
Summary Report of Administrative Personnel Terminated or Transferred to Projects, dated 10/4/40	Lapsed
Clerical Aid in Connection with Serological Testing on National Registration Day, October 16, 1940, dated 10/4/40	Lapsed
Key Positions Relative to Selective Service and Training Act, dated 10/7/40	Rescinded by Mr. Hunter's memorandum of 11/2/40
Regulations Concerning Hours of Duty, dated 10/9/40	Lapsed
Number of Project Supervisory Employees of each Class Designation and Title Employed as of December 4, 1940, dated 12/4/40	Lapsed

A1946

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
ACTING COMMISSIONER OF WORK PROJECTS

January 25, 1941

Transmittal Letter (Volume II, Project Planning and Operation) No. 2

TO: All State Work Projects Administrators

SUBJECT: Transmittal of Chapter X and appendix A, revised, of Volume II of the Manual of Rules and Regulations

Section 1. General There is transmitted herewith chapter X of Volume II, Project Planning and Operation of the Manual of Rules and Regulations, together with appendix A, revised.

Submitted as an attachment to this Transmittal Letter is a listing of all Operating Procedures, General Letters, Handbook of Procedures sections, Memoranda, and Serial Telegrams in active status as of January 18, 1941. This attachment supplements General Letter No. 290 and attachments to previous Transmittal Letters for the Manual of Rules and Regulations.

Chapter X of volume II prescribes rules and regulations for the custody and control of property and establishes standard terminology and organization for State Supply Sections. The term "warehouse" as currently used in other procedures with respect to Supply Section activities shall be interpreted in the light of the definitions in part I of chapter X.

The provisions of chapter X, volume II, shall be placed in effect as soon as practicable. Each State Administration shall proceed immediately with the preparation of APPLICATION FOR STATE SUPPLY FUND LIMITATION, WPA Form 748, revised Dec. 15, 1940, in accordance with the instructions prescribed in chapter X. The new applications shall be held in readiness by State Administrations for submission to Regional Directors on dates to be established by the Regional Directors. Instructions regarding the review and further submission of the applications will be sent to each Regional Director by the central office.

Section 2. Major Provisions of Chapter X, Volume II
Chapter X of volume II is substantially a revision and amplification of the instructions previously issued in Operating Procedure No. G-3. Major provisions of chapter X in relation to previously issued instructions are as follows:

Part	Page	Subject
I	2.10.001 - 2.10.004	Revised, restated, and new definitions and terminology with respect to Supply Section operations.
	2.10.006 - 2.10.007	Revised, restated, and new regulations relating to responsibility for records and documentary control of property.
II	2.10.009 - 2.10.014	Revised and new regulations relating to property valuations and appraisals.
III	2.10.015 - 2.10.032	Revised and new regulations relating to organization and operation of Supply Sections.
	2.10.033 - 2.10.041	Revised and new instructions relating to use and preparation of APPLICATION FOR STATE SUPPLY FUND LIMITATION, WPA Form 748, revised 12-15-40.
V	2.10.051 - 2.10.068	Revised and new instructions relating to use and preparation of existing and new forms for reporting the acquisition of property.
	2.10.080 - 2.10.084	Revised and new instructions relating to use and preparation of existing and new forms used in the reporting, declaration, and disposition of surplus property.
	2.10.098	New regulations relating to loss of or damage to property of third parties.

Section 3. Rescission of Other Procedures Through the issuance of chapter X, volume II, of the Manual of Rules and Regulations, the following procedures are superseded and rescinded:

Section 16, chapter XX, of Handbook of Procedures
Operating Procedure No. G-3
General Letters Nos. 264, section 1, and 299
Memorandum regarding conduct of supply activities, dated 4/20/40.

Howard O. Hunter

Howard O. Hunter
Acting Commissioner

A1954

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
ACTING COMMISSIONER OF WORK PROJECTS

January 7, 1941

Transmittal Letter (Volume II on Project Planning and Operation) No. 3

TO: All State Work Projects Administrators

SUBJECT: Revision of Pages 2.9.018, 2.9.019, and 2.9.040 of the Manual of Rules and Regulations

Transmitted herewith are revisions of pages 2.9.018, 2.9.019, and 2.9.040 of the Manual of Rules and Regulations.

Revised instructions, relating to the number of copies of REQUISITION FOR PURCHASE, Treasury Form A-6, to be submitted to the regional office and forwarded to the central office in cases where the requisition requires the approval of the central office, have been incorporated on page 2.9.018.

Revised page 2.9.019 provides that only the original of a requisition required to be approved in the central office will be forwarded to the Procurement Division in Washington.

Revised page 2.9.040 incorporates into the Manual of Rules and Regulations authorization for the purchase of certain first-aid and medical supplies for use by qualified nurses in WPA nursery schools without the prior approval of the central office.

General Letter No. 161, dated October 1, 1937, is hereby rescinded.

Howard O. Hunter

Howard O. Hunter
Acting Commissioner
of Work Projects

A1954

ATTACHMENTS TO TRANSMITTAL LETTER (VOLUME II ON PROJECT PLANNING AND OPERATION)
No. 3

2.9.018	Insert revised page
2.9.019	Insert revised page
2.9.040	Insert revised page

1650

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE, NW.
WASHINGTON, D. C.

HOWARD O. HUNTER
ACTING COMMISSIONER OF WORK PROJECTS

October 15, 1940

Transmittal Letter (Volume II, Project Planning and Operation) No. 1

TO: All State Work Projects Administrators

SUBJECT: Transmittal of Chapter IX of Volume II of the Manual of Rules and Regulations.

Section 1. General There is transmitted herewith Chapter IX of Volume II, Project Planning and Operation, of the Manual of Rules and Regulations.

Submitted as an attachment to this Transmittal Letter is a listing of all Operating Procedures, General Letters, Handbook of Procedures sections, Memoranda, and Serial Telegrams in active status as of October 10, 1940. This attachment supplements General Letter No. 290 and attachments to previous Transmittal Letters for the Manual of Rules and Regulations.

Chapter IX of Volume II prescribes the rules and regulations governing the rental and purchase of property and impersonal services. The rules and regulations set forth in Chapter IX constitute a restatement, with numerous amplifications and modifications, of provisions of other procedures relating to the rental and purchase of property and impersonal services, together with new regulations, among which are standard conditions for the rental of equipment.

Section 2. Incorporation of Provisions of Other Procedures The provisions of other procedures which have been incorporated or restated in Chapter II as follows:

Part	Page	Subject	Source of Procedure
I	2.9.001-2.9.009	General Requirements	Operating Procedure No. G-4, Sections 1, 6, 7, 8 and 9.. Handbook of Procedures, Chapter X, Section 23.
II	2.9.011-2.9.014	Preparation and submission of WPA Form 358	Operating Procedure No. G-4, Section 2

Part	Page	Subject	Source of Procedure
III	2.9.015-2.9.021	Preparation and submission of Treasury Form A-6	Operating Procedure No. G-4, Section 3, 5, 10 and 11 Memorandum on furniture and office equipment, dated 3/4/40
IV	2.9.023-2.9.027	Purchase of expendable property	Operating Procedure No. G-4, Sections 4, 17 and 23
	2.9.028-2.9.030	Cotton Textiles	General Letter No. 323
	2.9.031-2.9.032	Repairs and Spare parts	Operating Procedure No. G-4, Section 16
	2.9.033	Airport lighting equipment	Operating Procedure No. G-4, Section 13
	2.9.034-2.9.035	Binders, aggregate and ready mixed concrete	Operating Procedure No. G-4, Section 14 and 25
	2.9.036	Commodities and containers	Operating Procedure No. G-4, Section 15
	2.9.037-2.9.039	Lumber, timber and piles	Operating Procedure No. G-4, Section 20; Operating Procedure No. G-3, Section 17
	2.9.040	First aid supplies and protective equipment	Operating Procedure No. G-4, Section 24
V	2.9.041-2.9.042	Accounts to be charged in purchasing non-expendable property	Operating Procedure No. G-4
	2.9.043-2.9.045	Construction equipment	Operating Procedure No. O-16 General Letter No. 271
	2.9.046-2.9.047	Requisitions for purchase of automotive equipment (other than construction)	Operating Procedure No. O-16
	2.9.048-2.9.049	Requisitions for purchase of shop or camp equipment	New
	2.9.050	Purchase of scientific and engineering devices	New
	2.9.051-2.9.053	Purchase of industrial equipment	New

Part	Page	Subject	Source of Procedure
	2.9.054	Purchase of books for Library Service Projects	New
VI	2.9.055-2.9.064	Rental of equipment	Operating Procedure No. O-1 and Supplement No. 1, General Letter 241
VII	2.9.065	Requisition for recurring services	Operating Procedure No. G-4, Section 12
	2.9.066-2.9.067	Transportation on Government bill of lading	Operating Procedure No. G-4, Section 18
	2.9.068	License tags for trucks and automobiles	Operating Procedure No. G-4, Section 19
Appendix F		Preparation of specifications for lumber, timber and piles	Operating Procedure No. G-3, Appendix A
Appendix G		Standard conditions for renting equipment	New

Section 3. Complete Rescission of Other Procedures. Through the issuance of Chapter IX of Volume II of the Manual of Rules and Regulations, the following procedures are completely superseded and rescinded:

Operating Procedures Nos. O-1 and Supplement No. 1; O-16; G-3, Section 17, and G-3, Appendix A; and G-4.

General Letters Nos. 241, 271

Memorandum regarding clearance of requisitions for furniture and office equipment, dated 3/4/40

H. C. Hunter
Acting Commissioner
of Work Projects

ATTACHMENT

List of Operating Procedures, General Letters, Handbook of Procedures' Sections, Memoranda, and Serial Telegrams in Active Status as of October 10, 1940

Section 1. Operating Procedures in Active Status The Operating Procedures in active status as of October 10, 1940, are as follows:

Operating Procedure Number	Operating Procedure Number
E-9	
F-2A, section 1, 3	O-4
F-17, sections 1, 2, 3 (Modified by Chapter V, Volume IV, Finance)	O-5
	O-6
F-44	O-10
G-1 (Section 34 modified by C.P. No. O-10)	O-11
	O-12
G-2 (Sections 7 and 8 modified by G.L. No. 306)	O-13
	O-14
G-3 (Section 17 and Appendix A superseded by Chapter IX, Volume II)	O-17 Section 4 (par. 3), 5
G-5	O-18

Section 2. General Letters in Active Status The General Letters in active status as of October 10, 1940, are as follows:

Number	Number	Number
13	210	260
26	211	264
53	211, Supp. 1	267
86	213	267, Supp. 1
106	214	270, sections 1,2,4,6
137	215	272, Revised
140	219	
141	220	275
151	228, Revised	275, Supp. 1
161		277
174	230	281
175	237, section 1	289
180	238	290 (Modified by this Attachment)
181	239	
185		291 (Revised 3/22/40)
196	242	294
200	243	299
203	251	301

Number	Number	Number
302	310	316
304, Revised	311	317
306	312	
307	313	318
308, Revised	314	318, Supp. 1
309	315	319
		319, Supp. 1
		319, Supp. 2
		319, Supp. 3
		320
		321
		321, Supp. 1
		322
		322, Supp. 1
		323
		324
		325
		326
		327

Section 3. Sections of Handbook of Procedures in Active Status The following sections of the Handbook of Procedures are in active status as of October 10, 1940:

Chapter	Section	Modified in Part	Unmodified
II	1	S	
IV	9,11		X
V	1		X
VI	8, thru 11		X
VII	2,6	X	
VII	3,4,7		X
VIII	1,2,3	X	
X	1,2,3,8,9,10,11 13,15,17,18,33 28,29,30,31,34,35		X
X	4,5,6,7,16,22,26 27,32,33	X	
XVIII	2		X
XX	16		X

Section 4. Memoranda in Active Status Following is a list of Memoranda in active status as of October 10, 1940:

Subject	Date	Issued by
Suggested Method of Summarizing Data on Encumbrances and Expenditures for the Preparation of WPA Forms 157 and 158	2/5/38	Mr. Gill

Subject	Date	Issued by
Reimbursing of Central Supply Fund for Encumbrances made for the Purchase of Textiles and Materials	7/11/38	Mr. Holmes (Partial distribution)
Purchasing of Shovels	1/3/39	Major Harloe
Discontinuance of WPA Operations in Certain Areas	7/24/39	Colonel Harrington
Reference Files for Project Applications Submitted to the Washington Office	8/2/39	Major Harloe
Public Law No. 252	8/5/39	Mr. Hunter
Recreation Leaders in U. S. Forest Service Public Organization Camp Areas	8/5/39	Mrs. Kerr (Partial distribution)
Specifications for Window Envelopes Required for Assignment and Termination Notices	8/29/39	Mr. Dort
Cooperation with Antitrust Division, Department of Justice	9/13/39	Mr. Hunter
Lists of Terminated WPA Personnel	10/25/39	Mr. Dort
Circular No. 3301	11/3/39	Colonel Harrington
Instructions for Preparation of REPORT OF ACCOMPLISHMENT, WPA Form 375	11/15/39	Colonel Harrington
Recreation Leaders in National Park Service and State Park Recreation Areas	12/22/39	Mrs. Kerr
WPA Radio Programs	12/28/39	Mr. Hunter
Technical Instructions for the Microfilming of Records in the Custody of the Work Projects Administration	1/6/40	Mr. Dort
Designating a Block of Unduplicated Numbers in Each County for NYA Use	1/16/40	Mr. Rauch
Vending Machines in Administrative Buildings	1/24/40	Mr. Dort

Subject	Date	Issued by
Information Service in Washington Office	2/16/40	Colonel Harrington
Participation by the Work Projects Administration in the Food Stamp Plan of the Federal Surplus Commodities Corporation	2/21/40	Mr. Rauch
Administrative Personnel Members of Officers' Reserve Corps	2/28/40	Mr. Dort
Monthly Report on the Number of Days and the Value of Accrued Annual Leave of All Administrative Employees	3/4/40	Mr. Gill
List of Soil Conservation Districts	3/7/40	Major Harloe
Information for the National Resources Planning Board	3/13/40	Mr. Hunter
Employment of Members of Families Receiving Grants or Loans from the Farm Security Administration on Workers Service Projects of the Work Projects Administration	4/4/40	Colonel Harrington
Compliance with Federal, State, and Local Regulations for Motor Carriers Employed by Projects Sponsors in Connection with WPA Projects	4/11/40	Major Harloe
Conduct of Supply Activities	4/20/40	Major Harloe
Surplus Property Circular Issued by the Procurement Division, Treasury Department	4/26/40	Major Harloe
WPA Form 110, Summary Record of Accomplishment Reported on WPA Form 375	5/6/40	Mr. Gill
Supporting Data Required with all Project Applications	5/25/40	Mrs. Kerr Major Harloe
Promptness in Reports Concerning General Letter No. 280	5/28/40	Mr. Hunter
Instructions for Preparation of REPORT OF PUBLIC PARTICIPATION IN WPA CLASSES AND RELATED ACTIVITIES, WPA Form 380	6/10/40	Colonel Harrington
Disposition of Proceeds from Vending Machines	6/10/40	Mr. Dort

Subject	Date	Issued by
Motion Picture THE FIGHT FOR LIFE	6/12/40	Colonel Harrington
Inspection of Property Prior to Acceptance	6/13/40	Major Harloe
Correction in Tentative Class Specification Manual	6/15/40	Mr. Dort
Instructions for Preparation of Report of Production on Professional and Service Division Projects, WPA Form 381	6/21/40	Colonel Harrington
Production of Concrete Pipe	6/24/40	Colonel Harrington
Proposed Occupational Classification Program	6/27/40	Mr. Rauch
The Execution of Civil Service Personnel Information Sheet	7/8/40	Mr. Dort
Specifications for Cast Iron Water Pipe	7/9/40	Major Harloe
Joint Statement Concerning Cooperative Functions Pertaining to Vocational Training Project	7/13/40	Mr. Rauch
Transmittal of Statement of President Issued September 6, 1939, and Release from the Department of Justice Dated June 11, 1940	7/15/40	Colonel Harrington
Road Data Required by Public Roads Administration	7/19/40	Major Harloe
Changes in Personal Services Budget Resulting from Classification	7/27/40	Mr. Dort
List of Contracts and Awards for the National Defense Program	7/30/40	Mr. Hunter
Fish and Wildlife Service, Department of the Interior	8/3/40	Colonel Leavey
Administrative Changes in the Division of Statistics	8/7/40	Mr. Gill
Projects of the Navy Department	8/10/40	Colonel Harrington

Subject	Date	Issued by
Certification of National Defense Projects	8/12/40	Colonel Leavey
The United States Employment Service Dictionary of Occupational Titles	8/24/40	Mr. Rauch
National Archives Circular No. 9, "What Records Shall We Preserve," by Philip C. Brooks	8/26/40	Mr. Dort
Back Pay Awards of the National Labor Relations Board	8/28/40	Mr. Rauch
Transmitting Manual for Occupational Classifiers	9/3/40	Mr. Rauch
Report on Expenditures Made on Emergency Disaster Projects	9/4/40	Mr. Gill
Certification of National Defense Projects - Supplemental List	9/10/40	Colonel Leavey
Supplement No. 1 to Operations Memorandum No. 54 of the Rural Electrification Administration	9/12/40	Colonel Leavey
Transmitting Memorandum from United States Office of Education Regarding National Defense Vocational Training Program	9/13/40	Mr. Rauch
Special Occupations Required for National Defense	9/17/40	Mr. Rauch
Clearance of Space Occupancy Leases	9/24/40	Mr. Dort
Understanding Between Bureau of Employment Security and Work Projects Administration on Registration and Placement of Certified Persons	9/26/40	Mr. Rauch
Certification of National Defense Projects - Supplemental List	9/26/40	Colonel Leavey
Instructions for Preparation of Report of Trainees on National Defense Vocational Training Project on DSS Form 26 Revised	9/27/40	Colonel Harrington

Subject	Date	Issued by
Instructions for Preparation of Report on Public Participation in WPA School Lunch Activities, DPS Form 22	9/30/40	Mr. Hunter
Summary Report of Administrative Personnel Terminated or Transferred to Projects (July 1 to September 30, 1940)	10/4/40	Mr. Hunter
Clerical Aid in Connection with Serological Testing on National Registration Day, October 16, 1940	10/4/40	Mr. Hunter
Classification Titles of Appointive Positions	10/4/40	Mr. Dort
Key Positions Relative to Selective Service and Training Act	10/7/40	Mr. Hunter
Currently Active Occupations Series	10/7/40	Mr. Rauch
Regulations concerning hours of duty	10/9/40	Mr. Dort
Cooperation of the Work Projects Administration in Field Inspections of Procurement Offices	10/10/40	Mr. Hunter

Section 5. Serial Telegrams in Active Status Following is a list of Serial Telegrams in active status as of October 10, 1940:

Number	Date
105	7/28/36
217	2/16/39

Section 6. Inactive Procedures Following is a list of procedures which have become inactive since the issuance of Transmittal Letter (Volume I on Organization and Administration) No. 7, dated August 19, 1940. The list also shows the reason for the inactive status:

Operating Procedure Number	Rescinded
O-1 O-1, Supp. #1 O-16 G-3, section 17 and Appendix A G-4	Volume II, Chapter II of the Manual of Rules and Regulations

General Letter Number	
241, 271	Volume II, Chapter II of the Manual of Rules and Regulations
315	Lapsed
270, Supp. #1	Operating Procedure No. E-9
273	General Letter No. 327
280	Volume I, Chapter V, of the Manual of Rules and Regulations

Memoranda	
Clearance of Requisitions for Furniture and Office Equipment, dated 3/4/40	Volume II, Chapter IX, of the Manual of Rules and Regulations
Submission of Disposition Lists on National Archives Form M-26, dated 1/27/40	Volume I, Chapter IV of the Manual of Rules and Regulations
Distribution of Binders for Manual of Rules and Regulations, dated 2/16/40	Volume I, Chapter IV of the Manual of Rules and Regulations
Administrative Budgets, dated 2/29/40	Volume I, Chapter IV of the Manual of Rules and Regulations
Estimate of Expenditures for Passenger Carrying Vehicles during fiscal year, 1941, dated 3/9/40	Lapsed
Submission of Mailing Lists for Volume IV, Finance, of the Manual of Rules and Regulations, dated 3/12/40	Volume I, Chapter IV, of the Manual of Rules and Regulations
Central Office Procedural [illegible] Library, dated 3/22/40	Volume I, Chapter IV, of the Manual of Rules and Regulations
Instructions for Preparation of Report of Accomplishment on Projects of the Division of Operations during the Quarter ending March 31, 1940, dated 4/4/40	Memorandum dated 6/25/40

Submission of Mailing Lists for Volume I, Organization and Administration, of the Manual of Rules and Regulations, dated 4/10/40	Volume I, Chapter IV, of the Manual of Rules and Regulations
Appointment of Major Leavey as Assistant Commissioner and Chief Engineer, dated 7/19/40	Incorporated in Official Directory
National Encampments of United Spanish War Veterans and the Army and Navy Union USA, dated 4/15/40	Lapsed
Statistical Data on the WPA School Lunch Program, dated 6/20/40	Lapsed
Instructions for Preparation of Report of Accomplishment on Projects of the Division of Operations - Cumulative through June 30, 1940, dated 6/25/40	Lapsed
Regulations Concerning Hours of Duty, dated 7/24/40	Superseded by Mr. Dort's memorandum of 10/9/40
Instructions for Special Report of Research and Records Projects Operating as of July 31, 1940, and Summary Report of Research and Records Projects Operating as of July 31, 1940, dated 7/30/40	Lapsed

FEDERAL WORKS AGENCY

WORK PROJECTS ADMINISTRATION

MANUAL OF RULES AND REGULATIONS

Volume II

Project Planning and Operation

FEDERAL WORKS AGENCY

U.S. WORK PROJECTS ADMINISTRATION

MANUAL OF RULES AND REGULATIONS

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Project Planning and Operation

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Chapter 5

GENERAL CONDITIONS OF PROJECT OPERATIONS

PART I. AUTHORITY AND RESPONSIBILITY FOR PROJECT OPERATION

There will be found in this chapter those regulations and procedures which constitute the general conditions applying to the operation of all types of projects, particularly as such regulations and procedures involve principles or policies which are the special concern of persons charged with the responsibility of directing project operations. Special conditions pertaining to the operation of certain classes of projects and types of work are covered in succeeding chapters.

WPA Authority and Responsibility for Project Operation

WPA Authority and Responsibility for Project Operation.

—Sponsorship.

The Work Projects Administration is charged with the responsibility of providing work for needy persons on useful public projects. It carries out this responsibility by operating, or cooperating in the execution of, projects sponsored by public bodies which are designed to provide additional facilities, activities, or services of benefit to the general public. Although the sponsors' participation on some of these projects may be executed under contract between the sponsor and a contractor, the participation of the Work Projects Administration in a project so operated is on a "force account" basis and the contractor is recognized only as a representative of the sponsor.

—Selection of Projects.

The Work Projects Administration, in cooperation with sponsors, is responsible for selecting projects for operation which offer the greatest degree of public usefulness consistent with the employment of certified workers in the area. The fact that sponsors may in some instances provide personnel for project supervision does not relieve the Work Projects Administration of responsibility for the efficient and safe operation of WPA projects and the enforcement of all WPA rules and regulations.

—Functional Responsibility.

The Work Projects Administration is responsible for the general supervision of WPA projects. While the responsibility of direct supervision of a project is usually vested in the Work Projects Administration, this responsibility may be delegated to the sponsor. For purposes of this section, direct supervision shall be construed as carrying responsibility only for the execution of a specific task or series of tasks in accordance with WPA policies administered under general supervision. The Work Projects Administration also is responsible for the selection and assignment of WPA employees, timekeeping for WPA employees, payment of WPA employees, labor relations, accident prevention, providing for medical care and compensation for WPA employees injured in the line of duty, and for the care and disposition of Federal property and such sponsors' property as may be accepted into custody by the Work Projects Administration.

—Project Plans and Specifications.

The development of a general plan of operation of a project is the joint responsibility of the Work Projects Administration and the sponsor. In the case of construction projects, the Work Projects Administration does not assume responsibility for such matters as explorations, designs, plans, obtaining easements, specifications, lay-outs, or the establishment of grades or levels.

However, it is expected that these will be checked in detail by WPA engineers or by appropriate specialists as to adequacy for the specific purpose, and that any found not to be in accord with good practice shall be called to the attention of the sponsor for review before work based on them is undertaken. Furthermore, work shall not be initiated until all proposed practices meet with the approval of the WPA engineers or specialists. The efficiency of WPA project operations and the usefulness of completed facilities to the general public are dependent upon the adequacy of plans and specifications furnished by the project sponsor and the timely fulfillment of obligations either assumed by the sponsor or which the sponsor may reasonably be expected to assume in view of the public benefit accruing to the community.

—Sponsors' Participation.

Funds appropriated to the Work Projects Administration are available primarily for the payment of wages to persons who are certified as in need. Since WPA expenditures for nonlabor purposes are limited, the character and efficiency of the work program supervised or operated by the Work Projects Administration is largely dependent upon the ability and willingness of project sponsors to supply funds, services, materials, and equipment promptly in accordance with the agreement in the project proposal and as required for project operations.

Sponsor's Responsibility and Authority

Authority and Responsibility of Sponsor.

A sponsor of a WPA project must have legal authority to engage in the work embraced by the project and in the area covered. The sponsor shall further be responsible for the continued public use or benefit of the facility or service provided by the project sponsored.

—Services To Be Furnished by Sponsor.

The sponsor shall be responsible in the case of construction projects for the adequacy and promptness of such technical services as plans, specifications, lay-outs, grades, and levels as may be necessary or required for efficient project operation and, in the case of all projects, to the extent required by the limitations on expenditure of WPA funds for such purposes. He also shall be responsible for meeting the expense of such personal and nonpersonal services as are essential for the efficient operation of the project. Where reports or certifications from sponsors are required, sponsors are expected to prepare and transmit such reports and certifications promptly and accurately.

—Responsibility for Completion of Work.

As facilities and services provided through the operation of a WPA project accrue to the benefit of the sponsoring agency, it is required that the sponsor assume responsibility for bringing to a useful conclusion all units of work started, in the event that WPA funds are not available for the completion of such units. Within the limits of funds available, the Work Projects Administration will make every effort to complete units of work which have been undertaken, provided the sponsor fulfills his responsibilities relating to the prosecution of the work.

—Sponsor's Supervision.

The Work Projects Administration shall not delegate to the sponsor the responsibility for direct project supervision unless the sponsor has made provision for adequate and competent supervising personnel. Such personnel shall be qualified by training and experience in the field of the project activity and shall be acceptable to the appropriate representative of the Work Projects Administration.

— —WPA Representative.

Where a project is to be operated under the direct supervision of the sponsor, a WPA representative shall be assigned to the project in a capacity which carries authority to insure observance of WPA rules and regulations with respect to the specific project, and such responsibility of the WPA representative shall be specifically defined and understood by all parties concerned. The sponsor's supervisory personnel shall be responsible to such WPA representative for conducting the project in conformity with the project authorization and all applicable WPA rules and regulations. The sponsor's supervisor shall be employed sufficiently in advance of the starting of the project to permit the preparation by him and the WPA area supervisor of the work schedule, as required by the instructions prescribed on pages 2.5.010-2.5.011.

— —Authority of Sponsor's Supervisor.

Where direct supervision of project operations is being exercised by the sponsor, the sponsor's supervisory personnel shall have authority to plan the manner in which the work shall be prosecuted and the methods and sequence of operations which shall be followed, subject to the review of the appropriate operating division and subject to such limitations as may be fixed on the scope and extent of the work approved for operation by the WPA operating division having jurisdiction. In such cases the sponsor's supervisor shall designate the duties to be performed by such WPA superintendents and foremen, except the WPA representative assigned to the project, and shall approve all requests for labor, materials, and equipment.

Where the Work Projects Administration provides general technical supervision of a professional and service type of activity, and the technical supervision

of an individual unit or units of such activity is performed by personnel paid by the sponsor, such sponsor's personnel shall be responsible to the WPA technical supervisor.

—Responsibility Under Contract Work.

Where WPA work is carried on in connection with a sponsor's public works construction contract which provides for the sponsor's participation through the medium of a contract for the furnishing of supervision, the contractor will be recognized as a representative of the sponsor. As such, his instructions may be transmitted through the properly designated WPA officials assigned to the work in the event that supervision is to be furnished by the Work Projects Administration, and may be transmitted directly through his own supervisory personnel in the event that the contract requires the contractor to furnish the necessary supervision. In any event, the contract shall clearly set forth the respective responsibilities as to supervision and shall clearly indicate that the contractor is responsible to the properly designated WPA official on the project for its operation in accordance with the rules and regulations of the Work Projects Administration and in accordance with the project authorization and the plans and specifications on which the release for operation is based. In cases of inefficiency, insubordination, or other complaints involving WPA personnel, the sponsor should promptly notify the designated WPA official for necessary action. A WPA timekeeper(s) will be assigned to the project and will keep time records of WPA employees.

Responsibilities of WPA Divisions in Operation of Projects

Functions and Duties of WPA Divisions in Project Operations. —General.

In general, the functions and duties of the Work Projects Administration in the operation of WPA projects are divided among the several divisions so that (1) the selection and operation of projects, the final selection and acceptance of project supervisory personnel, and the acceptance of other personnel are responsibilities of the operating divisions; (2) the referral of persons to the operating divisions for supervisory positions, the selection of project wage employees, the assignment of all project personnel to be paid from WPA funds, and certain labor-relations functions are responsibilities of the Division of Employment; and (3) the final selection and acceptance of timekeepers, timekeeping, preparation of pay rolls and equipment rental vouchers, accounting, and the maintenance of fund control records are responsibilities of the Division of Finance.

—Operating Divisions.

Specific responsibilities of the operating divisions in the operation of projects include the following:

1. Selection of projects for operation.
2. Final selection and acceptance of project supervisory personnel to be paid from WPA funds; approval of supervisory personnel furnished by the project sponsor.
3. Preparation and/or approval of work schedules. (When the sponsor assumes responsibility for direct supervision of project operations, preparation of work schedules is the responsibility of the sponsor's supervisor; however, a schedule so prepared shall be acceptable to and subject to the approval of the WPA representative.)
4. Requesting or approving requests for, and accepting and making proper use of, materials, supplies, and equipment.
5. Requisitioning or approving requisitions for labor, and accepting and directing labor.
6. Control of sponsor's participation.
7. Control of operations within physical and fund limitations, within approval purposes and methods, and within the limits defined in the administrative release of the unit.
8. Compliance with safety policies and regulations, including good housekeeping and the reporting of accidents.
9. Arranging for the transportation of project workers where necessary.
10. Preparation of activity, progress, and accomplishment reports.

—Division of Employment.

The responsibilities of the Division of Employment in the operation of projects include the following:

1. Maintaining labor inventories, reviewing schedules of labor requirements, and certifying as to availability of labor.
2. Referral of persons for assignment as project supervisory employees paid from WPA funds, pursuant to requisitions issued by the operating divisions.
3. Selection of project wage employees.
4. Assignment and reassignment to projects of all persons who are to be paid from WPA funds, pursuant to requisitions issued by the operating divisions.
5. Maintaining proper assignment ratios in accordance with WPA regulations.
6. Terminating or reassigning project workers pursuant to notification received from the operating divisions.

7. Taking appropriate disciplinary action regarding project personnel, pursuant to notification received from the operating divisions.

8. Cooperating with the operating divisions in labor-relations matters.

—Division of Finance.

Special responsibilities of the Division of Finance in the operation of projects include the following:

1. Cooperating with the operating divisions in determining qualifications of, and in acceptance or rejection of, supervisory employees with respect to their timekeeping functions.

2. Preparing time reports.

3. Handling compensation cases.

4. Preparing pay rolls and equipment rental vouchers.

5. Accounting.

6. Maintaining fund control records, including preparation and routing of *Project Financial Status Report*, WPA Form 707.

7. Maintaining property inventory records.

Authority and Responsibility of WPA Project Supervisory Personnel

Authority and Responsibility of WPA Project Supervisory Personnel.

—General.

WPA project supervisory personnel are responsible for the efficient, economical, and safe operation of projects, subject to such technical and administrative supervision as may be exercised by the appropriate representatives of the operating division. The authority delegated to project supervisory personnel should be commensurate with the responsibilities with which they are charged.

—Field Supervisors.

The field supervisors who are administratively responsible to the operating divisions for the direction of project operations shall be responsible for the proper control and supervision of supervisory employees in charge of projects.

—WPA Supervisory Employee in Charge of Project.

A WPA supervisory employee in charge of a project is responsible for (1) carrying on operations efficiently, safely, economically, and in accordance with accepted standards for the type of work involved; (2) controlling operations within the limitation of the work and funds authorized; and (3) the custody and control of all WPA property and sponsors' property accepted by him for use on or incorporation in the project as a sponsors' contribution. In order that the supervisory employee in charge of the project may exercise this responsibility, he has authority in keeping with the rules and regulations of the Work Projects Administration to (1) schedule and direct project operations; (2) request labor, equipment, materials, and other services; (3) control the use of all property over which he has accepted custody, and relieve himself of responsibility and custody over property in accordance with the procedure described on pages 2.5.023-2.5.025; and (4) direct, warn, and suspend the workers under his supervision, when necessary.

—Sponsor's Supervisor.

When the sponsor has assumed responsibility for direct supervision of project operations, the sponsor's supervisor shall carry on the work efficiently, safely, economically, and in keeping with accepted standards and the rules and regulations of the Work Projects Administration. In order to exercise this responsibility, the sponsor's supervisor has authority to (1) schedule and direct project operations; (2) submit to the appropriate WPA representative requisitions for labor, equipment, materials, and other services to be furnished by the Work Projects Administration; and (3) request the WPA representative to prepare the necessary documents for the separation and suspension of workers.

—Responsibility for Property.

The responsibility for the custody and control of WPA property shall at all times be vested exclusively in a WPA employee. Property may be temporarily turned over to project sponsors provided the procedure outlined in chapter 10 of this volume is followed.

Responsibility of Project Wage Employees in Project Operation

Responsibility of Project Wage Employees in Project Operation.

Upon accepting assignment to a project, each project wage employee is responsible for performing the work assigned to him to the best of his ability. He is expected to report for work promptly on each day he is scheduled to work, except for justifiable reasons as outlined elsewhere,[1] to carry out all orders of superiors which are in the line of duty and which do not expose him to unwarranted danger, and to perform efficiently the tasks assigned. Any project wage employee refusing to carry out orders is subject to suspension. However, he then has the right to protest and appeal to the Division of Employment any orders which may seem unfair or unjust to him.

—Work Attitude.

—Care of Property.

Each project wage employee is responsible for the proper care of the tools, equipment, materials, etc., with which he is entrusted for use or custody. The value of such property which is lost, damaged, or destroyed through his negligence or carelessness will be deducted from his wages. Continued or willful disregard of this responsibility will result in the termination of his employment.

—Safe Operation of Projects.

All project wage employees have the right to expect that sound safety standards and practices will govern the operation of WPA projects. Where co-workers are careless or indifferent to safe practices, a worker has the right to request and expect the supervisory employee in charge of the project to take remedial action. Each worker shall be responsible for the conduct of his duties in a safe manner and shall be disciplined for any willful continuation of unsafe practices on his part. Project employees shall promptly report all accidents in which they are involved while in the line of duty, regardless of whether or not anyone was injured or of the nature or severity of the injuries sustained.

[1] See appendix A, item 5-1.

PART 11. SCHEDULING AND INITIATION OF PROJECT

Scheduling and Initiating Project Operation.

It is the responsibility of the operating division concerned to schedule and initiate project operations, subject to the approval of the State Administrator. This includes the staffing of projects with competent supervisory personnel, the requesting of property, and the requisitioning of labor.

Staffing of Project With Supervisory Personnel

Staffing of Project With Supervisory Personnel.

—Responsibility.

The staffing of projects with supervisory personnel is a responsibility of the district or State directors of the operating divisions. Where the project sponsor assumes responsibility for the direct supervision of project operations, the supervisory personnel furnished by the sponsor shall be subject to the approval of the appropriate WPA representative.

—Qualifications.

Capable supervisory personnel is essential for efficient project operation. In the selection of supervisory personnel, care shall be exercised to employ persons who, by training and experience, are qualified to (1) supervise the type and class of work to be performed; (2) plan and schedule operations; (3) estimate project needs for personal services, materials, and equipment, and determine the best methods for their efficient use; and (4) direct all activities necessary for the safe and efficient accomplishment of the work. The selection of capable supervisory personnel should enable field supervisors to confine their project activities to program planning, inspecting the work of projects, and advising the supervisory employees in charge of projects.

—Preference to Certified Persons.

It is the policy of the Work Projects Administration that certified project employees or certified persons awaiting assignment, who possess the required skills, training, experience, and ability to fill project supervisory positions, shall be given preference in employment in such positions.

—Referral.

In referring applicants for project supervisory positions, the Division of Employment will inform the operating divisions of the names and qualifications of certified persons who appear to be qualified for supervisory positions. The Division of Employment also will maintain for referral purposes a file of noncertified persons who appear to be qualified for supervisory positions. So far as practicable, the Division of Employment will refer applicants for supervisory positions from among those who have already been interviewed and classified by the operating divisions.

—Supervisory Employee in Charge of the Project.

— —Duties.

The supervisory employee in charge of a project should be selected and, within the limitations of applicable regulations, assigned sufficiently in advance of the actual operation of the project or unit of a project to enable him to become familiar with the problems involved through study of the plans and inspection of the project site. Before operations are started, the supervisory employee, in conjunction with his immediate supervisor, sponsors' representatives, or other persons concerned, shall plan the work, prepare the work schedule, and attend to such other details as may be necessary preliminary to starting the job. The supervisory employee also shall be responsible for a plan of project organization to indicate the lines of responsibility as well as functions. This plan may be set up as a chart or list, or some similar presentation as may be prescribed. The plan shall be submitted for approval to his administrative superior or superiors.

—Requisitions for Additional Supervisory Personnel.

The person in charge of the district or State operations of the operating division shall approve all requests from the supervisory employee in charge of a project for subordinate supervisory personnel to be assigned by the Work Projects Administration.

Scheduling Project Operations

Scheduling Project Operations.

—Adequate Plans and Specifications.

It shall be determined in advance of the release of a project for operation that the general plan of operation and/or plans and specifications for the work to be undertaken are adequate. Prior to the release of a project for operation, the operating division concerned shall secure necessary clearances from the Division of Employment as to the availability of labor. Where the original proposal for a construction project was based upon preliminary plans with incomplete detail, a revised cost estimate based on detailed working plans for the job shall be required before the project is released for operation and before the work is started.

—Work Schedule.

Upon approval of the release of a project or unit for operation but prior to the initiation of work thereon, a detailed work schedule shall be prepared showing, in general, the type and sequence of each major operation, together with the labor, materials, and equipment to be utilized in executing them. Ordinarily, this shall be prepared by the supervisory employee in charge of the project in conjunction with the WPA area supervisor of the operating division concerned and the sponsor's representative.

The following provisions are applicable to projects whose accomplishment may be measured in terms of physical units of accomplishment and are not applicable to service-type projects. In the case of service-type projects, a plan of operation in appropriate detail shall be substituted for a detailed work schedule.

— —Preparation.

— —Units of Work.

Upon determination of the quantities of work involved, a careful analysis shall be made of the most efficient methods under which the work may be carried out. The various operations required to accomplish the work shall be established and the sequence and interrelation of these various operations studied.

— — —Labor and Services.

To keep operations balanced and to assure reasonable uniformity of progress on the job, the production output of both labor and equipment for the several types of work which go to make up the project as a whole shall be taken into account. Consideration also shall be given to the minimum and maximum amount of labor which may be worked on the project at any one time and still maintain reasonable efficiency. With a decision reached as to the amount of labor to be assigned to the various phases of the work and as to the production output which may be reasonably expected, the time of accomplishing each phase of the work may be estimated. If equipment is to be used in conjunction with labor, its output shall be given consideration in preparing the time estimate.

—Plan of Operation.

Having established the proper sequence of operations and the amount of labor and the skills required for each operation and the time required to complete it, the work schedule can then be set up as a plan of operation to show (1) the time at which the various phases of the work will be carried on, (2) the periods during which various amounts of labor and skills will be employed, (3) the dates on which deliveries of various kinds and amounts of materials will be required, and (4) the periods during which equipment will be required. In addition, it may be preferable to set up the schedule in graphic form whenever the type of work to be done is such that a graphic schedule will be valuable.

Major changes in conditions may necessitate revisions of the work schedule, but it is not contemplated that the schedule will be revised where only minor changes are involved.

—Physical Progress Reports.

As work on the project progresses, the actual work accomplished in each operation as shown on the schedule shall be determined periodically and so reported that a comparison of the actual physical status of the project and

the scheduled status as originally planned may be made at any time. The reports on the physical status of the project ordinarily should be made for the end of each pay roll period or month, so that corresponding unit and total cost figures can be readily obtained.

—Periodical Estimate of Operating Requirements.

In addition to the general work schedule outlined above, the State director of the operating division concerned may require the periodical preparation of an estimate of operating requirements for the next succeeding period for use in—

1. Budgeting the Federal and nonlabor funds allotted to the State to the various districts and areas.
2. Maintaining a control on current operations and making necessary adjustments in employment quotas for operating the program within the budget.
3. Revising forecasts in order to determine the need for project openings.

— —Preparation.

Normally, the schedule of operating requirements will be prepared monthly in order that the estimate may be adjusted with the monthly budgets established for each State.

— — —Information To Be Shown.

This estimate of operating requirements for the next succeeding period is ordinarily prepared by the supervisory employee in charge of the project and is based upon actual operating conditions and job progress. It shall show separately the amounts necessary for labor, materials, equipment, etc., which will be required from the sponsor and from the Work Projects Administration. The estimates shall, where required by the district or State office, indicate (1) a breakdown of the labor requirements showing the number of skilled, intermediate, unskilled, and project supervisory workers; (2) the kinds and amounts of materials and supplies; and (3) the types and units of equipment for which provision must be made during the period considered.

As funds for project operations may be budgeted on the basis of such approved periodic estimates, it is essential that job progress be studied closely and that such estimates be based on a sound knowledge of the requirements of the job; otherwise, proper control of State or district budgets may not be exercised.

Initiating Project Operations

Initiation of Project Operations.
—Arrangements.

After administrative approval has been granted for the operation of a project and after the supervisory employee in charge of the project has been assigned and a detailed work schedule approved, arrangements for the actual initiation of operations which have not been previously carried out shall be made. Examples of such arrangements are listed below, but it is not intended that this list shall be construed either as all-inclusive or as equally applicable to all projects.

1. Materials, tools, equipment, and supplies required for an initial operating period shall be requested either from the sponsor or from the WPA Supply Section, as provided in the project schedule, in ample time for delivery as needed. A standard first-aid kit shall be requested for each job site, together with such suitable protective equipment as may be required for the work to be done. The first-aid kits and the initially needed protective equipment must be on hand when the work is started.
2. *Requisition for Workers*, WPA Form 401, shall be prepared and submitted (see page 2.5.014).
3. Provision shall be made for proper protection of all property to be placed on the project.

Requests for Property and Services

Requests for Property and Services.—Responsibility of Supervisory Employee.

It is the responsibility of the supervisory employee in charge of the project to request necessary materials, tools, equipment, supplies, and impersonal services (hereinafter referred to as "property and impersonal services") sufficiently in advance of the need for such items to allow adequate time for their procurement and delivery. Requests for property and impersonal services shall be submitted by the supervisory employee in charge of the project, as follows:

— —Requests to Project Sponsor.

Requests To Be Submitted to Project Sponsor.—With the exception of items to be procured with sponsor's funds deposited with the United States Treasury for such purpose, all property and services pledged by the sponsor and such other items as the sponsor may reasonably be expected to furnish shall be requested from the sponsor's designated representative.

— —Requests to WPA Supply Section.

Requests To Be Submitted to WPA Supply Section.—Property and services which are to be furnished by the Work Projects Administration or are to be procured with sponsor's funds deposited with the United States Treasury for such purpose shall be requested from the WPA Supply Section on *Request for Property or Services*, **WPA Form 358**. Instructions relating to the preparation and submission of WPA Form 358 are set forth on pages 2.9.011-2.9.013.

Requests for property and impersonal services to be furnished by the Work Projects Administration will be filled either (1) from warehouse stock or current surplus of other projects or other Federal agencies and transferred to the requesting projects by means of *Property Transfer Order and Receipt*, **WPA Form 740a**, or (2) if not available from such sources, by requesting their purchase or rental through the Procurement Division of the Treasury Department.

Requisitioning and Assignment of Labor

Requisitions for the Assignment of Labor.

Requisitions for the assignment of labor to a project ordinarily shall be initiated by the supervisory employee in charge of the project on *Requisition for Workers,* **WPA Form 401,** and transmitted in accordance with the procedure established by the State Work Projects Administration for submission to the appropriate office of the Division of Employment.

PART III. USE AND CONTROL OF PERSONNEL AND PROPERTY

Instructions are set forth in this part relating to the assignment of duties to workers, the relationship of supervisory personnel to workers, the use of equipment and of experienced personnel for efficient project operation, Supply Section services, and the control and care of property.

Assignment of Duties to Workers

Assignment of Duties to Workers. —Responsibility of Supervisory Employee.

The assignment of duties to workers in a careful, fair, and impartial manner is one of the principal responsibilities of supervisory employees in charge of projects. This responsibility includes the instruction of workers in the specific duties of their assignment. Project efficiency can be promoted by the use of special aptitudes and abilities of individual workers for particular tasks within their skills as well as by the continued development of the skills of workers by instruction and guidance during the operation of the project. Judicious consideration of individual characteristics of workers will do much to obviate "labor relations" problems.

— —Duties of Workers Shall Be Within Classification.

A supervisory employee in charge of a project shall not require a worker to perform as regular duties functions which in that locality are not customarily included within the scope of the occupational classification to which the worker is assigned. This regulation shall not be construed, however, as prohibiting a supervisory employee from the temporary assignment in emergencies of duties not customarily included within the scope of the worker's assigned occupational classification, provided the worker is otherwise qualified to perform the temporary assignment. Such emergencies may arise (1) due to the incapacity or unexpected absence of the worker regularly assigned to perform the duties in question, where it is necessary that the work be carried on in order to protect the public or the work already done; and (2) where an unforeseen condition necessitates that additional workers be shifted to a particular phase of job operations for a brief period, etc.

— —Request for Additional Classifications.

— — —Dual Classification.

Where there regularly is work to be done on a project which does not come within the scope of the occupational classifications of workers currently assigned to the project, the supervisory employee in charge of the project shall request assignment of workers under the required classifications. Where the operation of the project requires only part-time work at a particular occupation and where the employee required for such work can be used efficiently in another occupation for the balance of his working time, the requisition for such worker should specify that the assignment should be made on the "dual assignment" basis.

Use of Experienced Personnel for Safe and Efficient Operation

Use of Experienced and Physically Able Personnel.

Supervisory and safety personnel shall exercise every precaution to determine that workers are physically able and qualified to perform the duties to which they are assigned. Any worker with a physical or mental impairment which will not permit him to perform the duties of his occupational classification without danger to himself or others shall not be allowed to perform such duties. If the worker's disability is discovered at the time the worker reports on the project, his assignment shall be rejected. Where the worker's disability develops or is discovered after the worker has been accepted on the project, the Division of Employment shall be requested to terminate the employment of the worker or reassign him at an occupational classification for which he is qualified and the duties of which he can safely perform. Requests for termination or reassignment of disabled employees shall contain the following information, which will become a part of the employee's permanent case record in order to facilitate future assignments:

—Workers With Physical Disability.

1. Description of the impairment of the employee.
2. The work to which he is assigned at present.
3. Why he cannot perform this work in safety to himself or to others.
4. If possible, suggestions as to the type of work he can safely perform.

—Hazardous Work.

Efficient and safe operation requires that experienced workers be assigned to positions involving special hazards. Some types of work which may be extremely hazardous for inexperienced workers can be performed by them with a minimum of danger when they are closely supervised by experienced workers. Examples of types of work where particular care shall be exercised in the placement of personnel are as follows:

— —Examples.

1. *Powdermen and Helpers.*—No one shall be permitted to work with or around explosives of any kind who is not experienced or who is not under the constant supervision of an experienced person.
2. *Equipment Operators and Repairmen.*—No equipment of any kind shall be operated or repaired by other than experienced personnel. The degree of experience required should be in line with the complexity and hazard involved.
3. *Timbermen and Shoremen.*—No excavation requiring shoring, timbering, or logging shall be performed unless experienced personnel is available for key positions.
4. *Scaffoldmen, High Climbers, etc.*—No worker shall be permitted to undertake any work requiring a high degree of balance or dependence upon a scaffolding, bridge plank walkways, etc., who has not proved his ability to safeguard himself under such conditions by previous experience.
5. *Quarrymen and Slopers.*—No worker shall be permitted to work under a quarry face or on a high slope or cliff face unless he is under the immediate and constant supervision of an experienced person who can advise and instruct the inexperienced worker in the avoidance of the hazards involved.
6. *Lifeguards and Leaders in Winter Sports Activities.*—Workers engaged in leadership of activities such as swimming, winter sports, and similar activities involving special hazards must have passed appropriate tests.

—Requirements for Safe Operation.

Safe project operation is the responsibility of the supervisory employee in charge of the project. Safe project operation requires that no hazardous work be undertaken until adequate precautionary steps have been taken, including

a demonstration by the worker that he is capable of safely directing the performance of inexperienced workers who may be entrusted to his leadership. Where several methods may be pursued in accomplishing a certain task, the greatest efficiency can generally be obtained by following the course which insures the highest degree of safety.

—Requisitioning Special Skills.

Where project operations require the services of particularly qualified or experienced workers in certain skills, or where danger to life or property may result from the employment of a skilled person no longer physically capable of rendering the type of service required, the supervisory employee in charge of the project shall provide complete information regarding the circumstances on *Requisition for Workers*, WPA Form 401, so that the Division of Employment may be guided accordingly in selecting persons for assignment to the occupations in question. The persons assigned should be carefully interviewed as to their qualifications upon reporting for work.

Relationship of Supervisory Personnel to Workers

Relationship Between Supervisory Personnel and Workers.

—Discrimination.

The relationship between supervisory personnel and workers shall be maintained on an impartial and impersonal basis. Persons who are qualified by training and experience for assignment to work on projects shall not be discriminated against on account of race, religion, or any other reason. Project supervisory personnel shall not be influenced either directly or indirectly in behalf of or against individual workers because of membership or nonmembership in any labor union, league, council, or association of the unemployed, or because of the filing of any petition, complaint, or appeal.

—Discipline and Maintenance of Order.

Discipline and the proper performance of duties in an efficient and orderly manner by project employees are responsibilities of the supervisory employee in charge of the project. The responsibilities of the supervisory employee for the maintenance of order on the project shall not be construed, however, as authorizing him to perform any functions which are normal responsibilities of peace officers of the State or local government. In the event of interference with the normal operations of a project, or attempts to force a stoppage of operations, the maintenance of order is the responsibility of peace officers of the State or local government.

Supervisory employees shall not establish arbitrary rules of a petty nature governing the conduct of workers on a project. Project supervisory employees may issue orders which are necessary for the effective operation of the project; but such orders must be consistent with WPA rules and regulations and sound labor-relations practices and must be directly related to the necessities of project operation. They shall not impose on project workers personal restrictions having no relation to the objectives of project operation.

— —Shirking by Worker.

Project employees shall discharge their project duties to the full extent of their respective abilities. Habitual or intentional shirking shall not be tolerated. In the case of shirking or other violations of WPA regulations, including unsafe practices which result or may result in accidents or injuries to employees, the offending person, if an assigned WPA employee, shall be subject to the disciplinary action outlined elsewhere in instructions relating to the use and preparation of *Notice of Warning or Suspension,* WPA Form 418.[2] A warning shall be issued on WPA Form 418 only after other efforts have failed to induce the employee to perform his duties in accordance with regulations, and when it is necessary to warn him that a suspension will follow unless improvement is shown.

— —Use of Notice of Warning or Suspension, WPA Form 418.

— —Suspension.

In the event that the issuance of a warning notice on WPA Form 418 fails to induce the employee to perform his work in accordance with WPA regulations, or when the gravity of the offense warrants more than a warning, the supervisory employee in charge of the project may suspend the employee indefinitely and the Division of Employment will determine the disciplinary action to be taken. All warnings and suspensions of employees shall be subject to appeal by the employee as a matter of right.

— —Where Offending Person Is Other Than WPA Worker.

If the offending person is employed by the sponsor or an equipment vendor and fails to respond properly to the directions of the supervisory employee in charge of the project or to the efforts of the area supervisor, the offending person's employer shall be notified and requested to take suitable action.

—Adjustment of Labor Complaints.

Labor complaints originating on projects shall be submitted to the supervisory employee in charge of the project. They should be adjusted at the time reported

[2] See appendix A, item 5-2.

or at a time more convenient for the complainant and the supervisory employee. The supervisory employee shall base his decision in each case on grounds which take into account both the worker's welfare and the efficiency of project operations. If the worker is not satisfied with the decision, the supervisory employee shall advise the worker that he has a right of appeal to the representative of the Division of Employment authorized by the State Work Projects Administrator to handle labor relations.

— —Appeals From Complaints.

If such appeal is taken, the supervisory employee in charge of the project, on request, shall send all documents and information to the responsible officer of the Division of Employment. If it is necessary that the documents requested be retained on the project for current operating purposes, copies shall be made and certified by the supervisory employee as true copies of the documents in his possession.

Use of Equipment for Efficient Project Operation

Use of Equipment for Efficient Project Operation.

While the fundamental purpose of the Work Projects Administration is to provide work for needy persons on useful public projects, the carrying out of this obligation is not to be without regard to the manner of its accomplishment. It is intended that the funds expended for the operation of the WPA program shall provide the maximum measure of public works, facilities, and services consistent with this purpose. It is therefore important that all projects be conducted as nearly as possible in conformity with good engineering and other professional and technical practices. The operating divisions of the Work Projects Administration are responsible for the efficient prosecution of the projects under their supervision and for the effective use of equipment as well as labor.

—Responsibility for Efficient Operation.

—Extent of Use.

When the nature of the work to be done requires the use of equipment for efficient operation, equipment shall be utilized to the fullest extent practicable within reasonable limits. The Work Projects Administration may furnish equipment for project operations to the extent of the limitations governing the expenditure of Federal funds for nonlabor purposes, and sponsors shall be required to cooperate to the limit of their ability in furnishing equipment needed for efficient project operation.

Supply Section Services

Supply Section Services.

WPA Supply Sections are established in each State for the purpose of servicing the property needs of WPA projects. All requests for property and impersonal services which are to be furnished from Federal funds or procured with sponsors' funds deposited with the United States Treasury for such purpose shall be submitted to the appropriate Supply Section on *Request for Property or Services*, **WPA Form 358.** WPA Form 358 shall be prepared on the project in accordance with instructions contained on pages 2.9.011-2.9.013.

—Requests for Property and Impersonal Services.

Requests for property or services to be furnished with Federal funds will be filled, if possible, from available stocks of Government-owned property. If the items requested are not available from such source, the Supply Section will arrange for their purchase or rental by the Procurement Division of the Treasury Department.

— —Source of Property or Services.

Projects are charged with the value of property and impersonal services furnished. In addition, the overhead cost of operating the Supply Section is charged proportionately to each of the projects served, as provided in volume 4 of the Manual of Rules and Regulations, pages 4.5.097-4.5.099.

—Project Charges for Property or Services.

The following listed activities are mandatory functions to be performed by the Supply Section:

—Mandatory Functions.

1. All functions necessary to procure property or services through the Treasury Procurement Division, to accomplish the utilization of Federal surplus stocks, and to preclude the accumulation of additional Federal surplus stocks. These functions include—

— —Acquisition and Distribution of Materials and Services.

   (a) The preparation of *Requisition for Purchase*, **Treasury Forms A-6**, necessary within the State Administration.

   (b) The bulk purchasing of like property required on a number of operating projects to establish reasonable warehouse stocks.

2. The operation of warehouses or other depositories for the storage of property owned within the Supply Fund Inventory Account.

— —Operation of Warehouses.

3. The maintenance in those States where implements are purchased with Federal Funds, of a stock of implements having general utility on operating projects.

— —Maintenance of Stock of Implements.

4. The maintenance and dispatching to operating projects of all equipment owned within the Supply Fund Inventory Account.

— —Maintenance and Dispatching of Equipment.

5. The operation of shops for the repair of implements and equipment of the Supply Fund Inventory Account, and the operation of fabrication activities such as the construction of standardized and other project appurtenances, including signs, barriers, shanties, and similar items.

— —Operation of Shops and Fabrication Units.

6. The maintenance of records of inventory of all property in the custody of the State Work Projects Administration, and the operation of an Accounting Unit to do all appropriate supply fund accounting. (These functions are responsibilities of the Division of Finance, and instructions necessary to the activities are found in volume 4 of the Manual of Rules and Regulations.)

— —Records of Inventory and Accounting Functions.

The following listed activities are examples of optional functions that may be performed by the Supply Section only when justified by the scope of the operations.

—Optional Functions.

1. The operation of garages and trades shops for the repair, servicing, and rehabilitation of property.

— —Garages and Trades Shops.

— —Production Activities.

2. The operation of direct-service production activities when the expenditure of Federal funds for producing the product has been specifically approved for the using projects.

— —Maintenance of Equipment.

3. The maintenance of a limited amount of equipment to be made available to operating projects on a rental basis. Equipment may be rented at the initial expense of the Supply Fund Account and subrented to operating projects in those cases (a) when equipment is needed for short periods only on several projects, (b) when the equipment cannot be secured from other sources, (c) when the use of the rented equipment may be economically staggered among several operating projects, or (d) under any other plan approved by the Chief Engineer.

— —Property Transportation Service.

4. The maintenance of a centralized transportation service to provide for the transportation of property (not personnel) to and from operating projects and warehouses.

— —Furnishing Equipment Operators.

5. The maintenance of a service for furnishing equipment operators to operating projects.

Supply Section services shall be utilized by supervisory employees in charge of projects to the extent that such services are available. It is not intended, however, that the Supply Section shall perform functions of an administrative nature or functions which normally are performed on projects and which if performed by the Supply Section would displace certified workers on projects.

Receipt, Control, and Disposition of Property

Receipt, Control, and Disposition of Property.

—Responsibility for Property.

Responsibility for property owned or accepted into custody by the Work Projects Administration is at all times vested in a WPA employee and may not be delegated to or assumed by any one not in the employ of the Work Projects Administration. The term "project property custodian" refers to project employees charged with responsibility for property.

On projects, the receipts, control, utilization, and disposition of property for which the Work Projects Administration is accountable, are responsibilities of the WPA supervisory employee in charge of the project. WPA project supervisors may delegate such responsibilities to capable subordinate WPA employees. Where the project supervisor is an employee of the sponsor, the appropriate official of the WPA operating division concerned shall designate a WPA employee as "project property custodian."

— —Property Owned by Sponsor.

Property owned by project sponsors may be delivered for utilization to WPA operating projects. Where a representative of the sponsor is maintained on the project, property of the sponsor shall remain the responsibility of the sponsor's representative. The Work Projects Administration may provide storage space and the same watchman service normally afforded to WPA property, but responsibility for sponsor's property shall not become incumbent upon WPA employees unless the procedure set forth in the following paragraph is followed.

At the discretion of the State Work Projects Administrator, property owned by project sponsor (particularly when a representative of the sponsor is not maintained on a project) may be accepted into custody of the Work Projects Administration. When this is done, a receipt for the property accepted shall be executed, listing the property, and containing (or having attached) an agreement under which the property is accepted, with the conditions under which the property will be utilized by the Work Projects Administration and the conditions under which any residue thereof may be returned to the sponsor. *Receipt for Property or Services*, **WPA Form 741**, shall be utilized for this purpose. See page 2.10.052. Sponsor's property shall not be accepted into WPA custody unless the above-described receipt is executed.

— — —Periodic Reports.

Supervisors of WPA projects shall render periodic reports of inventory for all property and shall be responsible for the care and preservation of all property in custody, and shall be responsible for the timely execution of all required documents reflecting the acquisition and disposal of such property.

The following table includes the principal forms required and used on operating projects for documenting the receipt, utilization, and disposal of property, and references as to pages of the Manual describing use of the forms.

Title	*WPA Form No.*	*Manual*
Property Transfer Order and Receipt	740a	2.10.061
Receipt for Property or Services	741	2.10.052
Report of Inventory	720	2.10.072
Project Report and Record of Expendable Property	721	2.10.075
Production and Distribution Report	743	2.10.078
Report of Survey	715	2.10.088
Time Report and Record of Equipment Rental Services	508	4.1.039
Daily Production Report of Contractual Equipment Services	767	4.1.044

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Care and Safeguarding of Property on Projects

Care and Safeguarding of Property on Projects.

—Responsibility of Property Custodian.

Project property custodians shall be afforded reasonable means for safeguarding from theft and weather conditions the property for which they are responsible. Property custodians shall be expected to exercise due precautionary measures to prevent property from being lost, damaged, or stolen. A notice shall be posted at each place where property is stored, stating that the property is Government owned and that theft is subject to punishment under Federal laws.

— —Acceptance and Storage.

Project property custodians shall not be expected to assume custody of property at times when the property cannot be stored safely. The protection of certain types of property from the weather is one condition of safe storage. Property delivered to and left on a project at a time when it cannot be accepted by the project property custodian remains the responsibility of the person who so left the property. To avoid such situations, each supervisory employee in charge of a project shall inform warehouses, sponsors, and vendors from whom deliveries are expected as to times when property can be accepted on his project.

—Small Items and Tools.

Provision shall be made on projects for keeping small items in sheds or cabinets that can be locked. Wheelbarrows shall be kept in sheds or rooms or shall be chained and locked to immovable objects or together. Where tools are used, if the tools are not stored in racks or bins in locked sheds or rooms, tool boxes with locks shall be provided. When tools are not in use, they shall be cleaned and kept in the places provided for their storage. Broken or damaged tools shall be safeguarded until removed from the project in accordance with prescribed procedures.

—Food and Textiles.

To avoid spoilage of food either purchased or donated, provision shall be made for proper refrigeration, prevention of freezing, use of containers, etc. Textiles shall be kept off the floor and away from damp locations and away from sunlight to avoid fading, and covers shall be provided to keep off the dust.

—Control of Implements and Equipment.

In order to reduce losses and establish responsibility for missing or damaged property, an adequate system shall be established on each project to check accurately the distribution and return of implements and equipment used by project employees. Goggles, respirators, protecting hats, rubber boots, and similar articles worn by employees shall be sterilized daily, unless provision is made to insure that each employee uses the same equipment each day. In any event, such equipment, as well as portable drinking fountains and other drinking-water containers, shall be sterilized at least weekly.

—Weather Protection and Project Appearance.

Large equipment shall be afforded proper protection from the weather. This will include housing where necessary. Lumber shall be stacked so as to permit the circulation of air throughout and, if either air or kiln dried, shall be covered when necessary to protect it from dampness. All property shall be stored neatly, so that the project maintains a tidy and orderly appearance.

—Use of Watchmen.

WPA watchmen may be employed for the protection of property which would not otherwise be protected during periods when the project is not operating. However, the use of watchmen shall be limited to instances of actual necessity. Watchmen shall not be employed where the value of the property involved is less than the wages that would be paid such watchmen. Protection afforded by local law-enforcement officers shall not be duplicated. In areas subject to police protection, watchmen should not be employed except where the property is of exceptional value or where there are other justifying circumstances. WPA watchmen shall not be permitted to carry firearms while on duty.

—Reporting Theft of Property.

Any stolen property shall be reported promptly to local law-enforcement authorities and to the field supervisor of the appropriate operating division. In addition, *Report of Survey*, WPA Form 715, shall be prepared immediately in accordance with the instructions prescribed on pages 2.10.088-2.10.090.

PART IV. CONTROL AND DIRECTION OF PROJECT OPERATIONS

Instructions relating to the responsibilities of WPA administrative and supervisory personnel in the control and direction of project operations are set forth in this part, together with instructions relating to project progress reports.

Control of Project Operations Within Physical and Fund Limitations

Control of Project Operations Within Physical and Fund Limitations.

Projects are required to be operated within physical and fund limitations and in accordance with purposes and methods approved for projects.

—Presidential Letter Limitations.

The Presidential letter of approval for each project establishes limitations as to (1) the physical scope and location, (2) the type of activity which may be prosecuted, and (3) the Federal funds available. Within these limitations, restrictions also may be placed on the scope, purposes, and methods of project operation by the WPA Chief Engineer or the Assistant Commissioner in charge of the Division of Community Service Programs, who will so notify the State Work Projects Administrator concerned.

—State Administration Limitations.

— —WPA Form 701.

The physical scope and location and the Federal funds available may be further restricted, at the discretion of the State Administration, by means of the *Statement of Project Estimate Detail*, WPA Form 701, required for each operating work project, or by means of a State form designed to accomplish a similar purpose with respect to units of projects. Similarly, more detailed restrictions on Federal expenditures within the classifications of labor, equipment, materials, etc., may be established for a project or projects at the discretion of the State Work Projects Administration.

—Responsibility for Control.

The control of project operations within the above limitations is a joint responsibility of the area, district, or State supervisor of the operating division and the supervisory employee in charge of the project. This requires that both shall be supplied with copies of (1) the Presidential letter of approval; (2) copies of any orders of the WPA Chief Engineer or the Assistant Commissioner in charge of the Division of Community Service Programs restricting the scope of the work to be undertaken; (3) the approved *Project Proposal*, WPA Form 301, including documentation where required, or such similar local form which may be provided to govern units of projects; (4) *Statement of Project Estimate Detail*, WPA Form 701, as approved for the work project; and (5) *Project Financial Status Report*, WPA Form 707, or any similar form devised by the State to govern units of projects.

—WPA Form 707.

— —Use.

The reports on *Project Financial Status Report*, WPA Form 707, which are prepared periodically by the Division of Finance, ordinarily at the end of each pay roll period, reflect the cumulative total of fund limitations established for the project by WPA Form 701 and the cumulative encumbrances against Federal funds, together with data as to the sponsor's pledges and expenditures and other pertinent information. These reports shall be used to determine the financial status of the project and to enable the area supervisor and the supervisory employee in charge of the project to determine, when necessary, whether any additional funds required shall be secured by requesting an increase in the WPA Form 701 limitation or whether it is necessary to secure a supplementary or continuing Presidential authorization.

— —Routing.

Copies of WPA Form 707 are routed as follows:

1. Two copies are transmitted to the appropriate operating division, one copy to be retained by the division and one copy to be forwarded to the

project sponsor. Copies of Treasury forms covering encumbrances against sponsor's cash deposits with the United States Treasury are attached to the copies of WPA Form 707.

2. One copy is transmitted to the appropriate warehouse for completion of columns 4 and 5 and forwarding to the supervisory employee in charge of the project.

3. One copy is transmitted to the area supervisor. This copy may or may not be routed through the warehouse for completion as in item 2, above.

— —Warning Notice.

When the balance of the project authorization for labor nears exhaustion, the WPA Form 707 will be stamped as follows:

> **WARNING**
>
> The available balance of project authorization for labor is sufficient for not more than 6 weeks' operation at the present rate of usage. In the event operations cannot be completed within the balance shown on this report, a supplemental project authorization should be secured.

Upon receipt of such a warning, the supervisory employee in charge of the project shall take such steps as may be necessary to control the future use of labor so as to prevent the incurrence of any obligations in excess of the available balance.

Direction of Operations by Supervisory Employees in Charge of Projects

Project Supervision. —Responsibility.

The supervisory employee in charge of each project or unit of a project is responsible for the proper, efficient, and safe prosecution of the work undertaken. It is essential to the fulfillment of this responsibility that the supervisory employee maintain close contact with the work being performed under his jurisdiction.

—Supervisory Employee in Charge of State-wide Project.

The nature of the direction exercised by the supervisory employee in charge of the project will necessarily vary in accordance with the types and number of subordinate supervisory personnel and the extent of project operations. A supervisory employee in charge of a State-wide or other area-wide project will not be able to visit the project units and the job sites under his jurisdiction as frequently or continuously as the supervisory employees in charge of the units. Nevertheless, the responsibility of the supervisory employee in charge of a State-wide or area-wide project for the proper conduct of the work undertaken on such project will necessitate that he keep in close touch with all phases of operations undertaken on the project, not only through reports of and consultations with his subordinate supervisory personnel but by personal contact as well.

—Important Considerations.

Among the more important considerations concerning project operation which all supervisory employees should bear in mind in the performance of their duties are the following points:

— —Quality and Progress of Operations.

1. *Quality, Techniques, Progress, and Scheduling of Operations.*
   (a) Are satisfactory standards of quality being maintained?
   (b) Is progress being made as scheduled, including relative progress of the different phases of work?
   (c) Are conditions being encountered which necessitate revision of work methods?
   (d) Are the correct techniques being followed?
   (e) Is sufficient work laid out in advance?

— —Quality of Subordinate Supervision.

2. *Capability of Subordinate Supervisory Personnel.*
   (a) Is such supervisory personnel capable of handling the responsibilities delegated?
   (b) Is the work distributed properly among the subordinate supervisory personnel?
   (c) Is there sufficient or too much supervision?

— —Use of Labor and Equipment.

3. *Use of Labor and Equipment for Maximum Efficiency.*
   (a) Is the project adequately staffed, or overmanned?
   (b) Is the ratio of the various skills satisfactory for efficient operation?
   (c) Is the ratio of equipment to labor satisfactory for efficient operation?
   (d) Is the available equipment suitable and being used in a manner to obtain maximum efficiency?

— —Safety Provisions.

4. *Safety* (see also pages 2.5.037-2.5.045).
   (a) Are safety regulations and safe practices being followed?

— —Use, Care, and Custody of Materials and Tools.

5. *Materials, Tools, and Equipment.*

(a) Is protective equipment, such as goggles, helmets, safety belts, and respirators, necessary, and if so is it provided and in use?

(b) Are the available tools, equipment, materials, and supplies adapted to and adequate for efficient operation?

(c) Are tools and equipment maintained in an efficient and safe working condition?

(d) Are they being used properly?

(e) Are they being afforded proper protection and care?

(f) Is there an excess of tools and equipment which should be returned to the warehouse?

— —Analysis of Project Workers.

6. *Project Workers.*

(a) Does each worker appear fit, mentally and physically, for the task assigned?

(b) Are the workers sufficiently experienced or under sufficiently competent supervision to avoid unnecessarily hazardous conditions?

(c) Are the workers performing the tasks assigned in a satisfactory manner?

(d) Is helpful guidance, when necessary, being provided to workers?

(e) Are the duties normally performed by workers within the occupational classifications at which such workers are assigned?

(f) Are workers with related duties performing their tasks in a cooperative manner?

(g) Are there misunderstandings prevalent either between workers or between workers and subordinate supervisory personnel which can be settled on the job?

— —Requisitioning and Control of Property.

7. *Requisitions, Progress Records, Property Records, etc.*

(a) Are *Requisition for Workers*, **WPA Forms 401**, *Request for Termination of Employment*, **WPA Forms 419**, and requests for reclassifications prepared sufficiently in advance of the dates on which they are to be effective?

(b) Are *Request for Property and Services*, **WPA Forms 358**, prepared and submitted sufficiently in advance to insure the receipt of property and services when required?

(c) Are the necessary records concerning property being maintained satisfactorily?

(d) Are prescribed or necessary progress, cost, and other records being maintained properly?

—Instructions From Superiors.

Suggestions from any source for the improvement of project operations should be carefully considered by the supervisory employee in charge of the project. All direct orders and instructions from immediate superiors should be carried out by the supervisory employee as promptly as possible.

Posting of Notices on Projects

Posting of Notices on Projects. —Bulletin Board.

On each project or unit one or more bulletin boards shall be maintained in conspicuous locations for the purpose of posting notices and regulations to be brought to the attention of workers. Such bulletin boards shall be limited to official use only.

—List of Notices and Regulations To Be Posted.

The following notices and regulations shall be included in the material posted and maintained on project bulletin boards for the information of employees:

1. The "Notice to Certified Workers" regarding the provision of the Emergency Relief Appropriation Act requiring a periodic investigation of certified employees on projects to eliminate those not in actual need.
2. The State Administrator's order providing for the application of the schedule of monthly earnings to wage areas.
3. The WPA regulations regarding the acceptance of private and public employment by project workers.
4. The "Notice to All WPA Project Employees" regarding the payment of debts incurred by WPA workers.
5. The compensation placard explaining compensation benefits and calling attention to the importance of promptly reporting accidents and securing medical treatment.
6. Safety placards.
7. WPA rules and regulations regarding political activity and the rights of workers to exercise their voting franchise.
8. Notice instructing project employees to report changes of address to project timekeeper.
9. Notice that property on project is Government owned and that theft is subject to punishment under Federal laws.

Other official notices, safety posters, etc., shall be posted and maintained on project bulletin boards as directed by the issuing authority.

—Maintenance of Postings.

All notices and regulations of continuing applicability which are directed to be posted on project bulletin boards shall be replaced when they become dilapidated or otherwise illegible. It is the responsibility of the supervisory employee in charge of the project or unit to control and maintain the notices and regulations posted on the bulletin boards under his supervision.

Inspection and Supervision of Project Operations by State and District Personnel of the Operating Division

State and District Inspection and Supervision of Project Operations.

—Responsibility.

The responsibility for the proper, efficient, and safe operation of WPA projects rests with the operating divisions. The fulfillment of this responsibility requires that periodic inspections of all operating projects shall be made by personnel representing the operating divisions of the State and district offices. Such inspections should cover thoroughly the following points:

—Points To Be Covered.

Propriety of Operations.—A careful check shall be made to insure that the work scheduled or undertaken conforms with the description of work authorized to be undertaken in the *Statement of Project Estimate Detail*, WPA Form 701, or the equivalent local form, and in the Presidential letter of approval.

— — —Plans and Specifications.

Adequacy of Plans and Specifications.—The plans and specifications on the job should be checked carefully to determine whether they are adequate for the work undertaken or scheduled. When they are not adequate, such steps as are appropriate shall be taken.

— — —Schedule of Operation.

The Plan and Schedule of Operation.—The plan of operation and the work schedule should be checked for adequacy. Particular consideration should be given to the progress of the various operations in relation to the work schedule and to conditions likely to be encountered that may necessitate revising the schedule as it pertains to future work. Among the facts to be considered in this connection are the amount of funds remaining unobligated, as shown by project records or the latest *Project Financial Status Report*, WPA Form 707, available labor, and available equipment.

— — —Adequacy of Supervision.

The Competency and Adequacy of Supervision.—To evaluate the adequacy and competency of supervision, consideration should be given to the character and progress of the work completed and under way; the morale of the employee; "housekeeping"; the discharge of responsibilities with respect to the care and custody of property; the maintenance of records; and the safety measures and practices followed, including the condition of tools.

— — —Number of Employees.

Number of Employees on Job.—The number of employees assigned to the job should be analyzed to determine whether there are sufficient employees for satisfactory operation or whether there are more employees assigned than can be employed effectively. Overmanning of projects shall not be permitted.

— — —Efficiency.

The Efficiency of Operations.—To determine whether proper efficiency is being attained, an analysis should be made of the use of labor and equipment on the project and of the output being secured.

— — —Quality.

Quality of Work, Product, Activity, or Services.—The work accomplished or produced or the activity or services undertaken should be inspected and evaluated on the basis of quality.

— — —Safety.

Safety.—All phases of operations should be inspected with the objective of correcting or eliminating physical conditions, methods of operations, or unsafe practices tending toward or causing hazardous situations imperiling the health or safety of employees or the welfare of the public. The copies of *Accident Report*, WPA Form 351, retained by the supervisory employee in charge of the project should be reviewed to determine the cause of accidents on the project.

— — —Records and Reports.

Records and Reports of Property Acquisition and Disposition.—Frequent checks should be made of project property documents to determine the accuracy of the data recorded thereon. Such checks should include the taking of physical inventories of property on hand, and verification of the recording of daily incorporation or consumption of expendable property as reported on WPA Form 721.

Labor Assignments.—The assigned occupational classifications of workers should be compared with the duties such workers are normally required to perform, and the propriety of the duties assigned to workers shall be verified.

Sponsor's Cooperation.—Checks should be made of the extent to which the project sponsor is fulfilling his pledges, including checking of the cooperation being extended by the sponsor with respect to supplying necessary technical assistance, inspection, and direction in the operation of the project.

Control of Sponsors' Participation

Control of Sponsors' Participation.

The cooperation of Federal, State, and local governmental agencies is essential to the proper functioning of the WPA work program. It is the responsibility of the WPA operating divisions to establish and maintain cooperative relationships with project sponsors and to secure the timely fulfillment of sponsors' obligations.

—Responsibility of Operating Divisions.

—Sponsor's Pledge and Agreement.

The sponsor's pledge, which is set forth in the *Project Proposal*, WPA Form 301, represents the minimum obligations which the sponsor agrees to assume for the completion of the project in the event that it is placed in operation. When the official project or a portion thereof is approved for operation, conditions may make it necessary to alter the nature and amount of the sponsor's pledge. The total amount of the pledge actually agreed upon for the unit(s) of work to be undertaken shall be substantiated by an agreement signed by the sponsor accompanying the *Statement of Project Estimate Detail*, WPA Form 701, or such other equivalent form as may be used to control project unit encumbrances.

—Copy of Work Schedule Provided for Sponsor.

When a project is prepared for operation, a copy of the work schedule shall be furnished the sponsor. A copy of each revision of the schedule also shall be furnished promptly to the sponsor. The work schedule or supporting documents shall set forth in detail the sponsor's agreed participation in the operation of the project. The supervisory employee in charge of the project is also responsible for notifying the sponsor's representative well in advance of the required performance of obligations assumed by the sponsor.

—Types of Sponsors' Contributions.

Sponsors' pledges may take such forms as cash; materials and supplies; equipment; rental of buildings and other facilities; labor; supervision and transportation of materials and workers; and consulting engineering, architectural, legal, and other professional services. Detailed instructions concerning items acceptable and not acceptable as sponsors' contributions in fulfillment of their pledges are set forth elsewhere.[3]

—Reporting Sponsors' Contributions.

The reporting of the sponsors' contributions also is the responsibility of the supervisory employee in charge of the project. The forms provided for such reports are *Certification of Sponsors' Contributions (Material, Supplies, and Equipment)*, WPA Form 710, and *Certification of Sponsors' Contributions (Personal Services and Specified Nonpersonal Items)*, WPA Form 710a.

— —Preparation and Routing of Reports of Sponsors' Contributions.

Preparation and Routing of Reports of Sponsors' Contributions.—Sponsors' contributions, other than expenditures from sponsors' cash deposits, shall be reported on WPA Forms 710 and 710a, which shall be prepared and routed in accordance with the following instructions:

— — —WPA Form 710.

Certification of Sponsors' Contributions (Material, Supplies, and Equipment), WPA Form 710.—This form shall be used to report materials, supplies, implements, equipment, and other nonpersonal items which are made available by the sponsor for use on the project.

Details concerning the project location, work project and official project numbers, and the dates covered by the report shall be entered in the heading of the form.

This form shall be prepared, as to units and quantities, by the supervisory employee in charge of the project at the end of each pay roll period and shall be completed, as to valuations, by the operating division. It is essential that each item of sponsors' expenditures be listed separately and that it be briefly described; units of measurement and quantities

[3] See appendix A, item 5-3.

shall be clearly stated. In the event that there are no sponsors' contributions received for nonlabor items on the project during the period reported, WPA Form 710 shall be prepared with the notation "No contributions received" inserted in the column headed "Description" in the body of the form.

WPA Form 710 shall be prepared in an original and three copies. The supervisory employee in charge of the project shall retain the third copy and forward the original and first two copies to the responsible operating division. The operating division shall assign valuations to the various items. The original shall then be forwarded to the Division of Finance for entry in the sponsors' ledger. The first copy shall be forwarded to the sponsor; the sponsor shall be requested to review and certify this copy of the form and return it promptly to the operating division.

If the sponsor takes exception to any of the entries on the form, he may make the necessary changes on the form before certifying it. If these changes are approved by the operating division, the revised form shall be forwarded to the Division of Finance so that appropriate adjustment may be made in the sponsors' ledger.

It shall be the responsibility of the operating division to arrange with sponsors for the expeditious return of these reports. In order to control the return of the forms, it is suggested that a tickler file of unreturned reports be maintained by the operating division.

— — —WPA Form 710a.

Certification of Sponsors' Contributions (Personal Services and Specified Nonpersonal Items) WPA Form 710a.—This form shall be used to report personal services furnished either on or off the project site and also such nonpersonal services as space rentals, transportation, publication costs, and land acquisitions. By arrangement with the Work Projects Administration, the official sponsor may delegate authority to prepare WPA Form 710a to the co-sponsor. However, the expenditures of other cooperating sponsors shall be reported only by the official sponsor or the co-sponsor.

The form shall be prepared *by the project sponsor* at convenient intervals during the month but not less often than once a month. The supervisory employee in charge of the project shall make available to the sponsor the official and work project numbers to be entered in the heading of the form. Information for the preparation of the body of the form shall be taken from the sponsor's pay rolls, paid vouchers, or other expenditure records.

The sponsor shall report in the space provided for "on site" services in section A of WPA Form 710a, data pertaining to workers who are on the sponsor's pay roll and are employed at the project site. The information shall include the sponsor's pay roll number and the pay roll dates as well as the number of employees, hours worked, and amount. The type of service rendered by such workers need not be shown.

The sponsor shall report, in the space provided for "off site" services, data pertaining to supervising, consulting, engineering, architectural, legal, and other professional services furnished by the sponsor away from the project site. If such services are paid for on a pay roll basis, complete data for all columns of section A shall be shown; if paid for on a contractual basis, only the type of service and the amount paid need be shown.

The sponsor shall report in section B of WPA Form 710a, data for contributions of nonpersonal services not covered by WPA Form 710. Sufficient

information shall be shown in the column headed "Description" to permit verification of such contribution.

WPA Form 710a shall be prepared in an original and two copies and shall be certified by an authorized representative of the sponsor. Arrangements should be made to have the sponsor forward the original and one copy of the form to the supervisory employee in charge of the project not later than 5 days after the period covered by the report. The supervisory employee in charge of the project shall retain a copy for his file and shall forward the original to the appropriate operating division after checking the units and quantities of on-site personal services and space rentals against the project records. In the event that the credits claimed on WPA Form 710a are not in substantial conformity with project records, the supervisory employee in charge of the project shall forward the original without approval to the appropriate operating division with notations as to the nature and amount of the discrepancies. The approval of the form by the supervisory employee in charge of the project shall represent only a certification as to the receipt of the on-site services reported on the form and shall not constitute approval of the value of such services on the inclusion of other items on the form. The supervisory employee in charge of the project shall base his approval of on-site services on timekeeping records showing hours worked by sponsor's employees at the project site. After approval by the operating division, the original shall be routed to the Division of Finance for entry in the sponsors' ledger.

The Division of Finance will, when requested by the sponsor and upon approval by the State Administrator, provide the operating divisions monthly with a copy of the latest *Project Financial Status Report*, WPA Form 707, or equivalent local form relating to project units, for transmittal to the sponsor.

PART V. PROTECTION OF WORKERS AND THE PUBLIC

Safety Policy.

Work projects are required to be operated in such a manner as to assure a maximum degree of safety. Detailed instructions covering safety procedure on work projects are issued in Safety Bulletins which shall be followed, where applicable, in the operation of all projects.

Transportation of Workers to and From Project Sites

Transportation of Workers to and From Projects.

—Selection of Projects for Operation.

The Emergency Relief Appropriation Act requires that all persons employed on work projects shall, so far as practicable, be employed on projects nearest their respective homes. Therefore, in the selection of projects or units of projects for operation, there should be taken into account the following types of conditions which affect the possibilities for workers to reach the jobs assigned to them:

1. Location of projects where they can be reached from the homes of the available workers at reasonable expense through walking or utilizing established common-carrier facilities, or through the use of such other means as the workers may, by preference, ordinarily provide for themselves.
2. Location of projects beyond the limits indicated in "1" above but where daily transportation is practicable.
3. Location of projects beyond the limits indicated in "1" or "2" above but where consideration may be given to providing temporary domicile for the workers through the establishment of work camps (see pages 2.5.065-2.5.066).

When projects are operated under conditions of the nature indicated in "2," adequate and safe transportation shall be provided for the workers from convenient concentration points to the sites of project operations. Such projects shall be placed in operation, therefore, only when it is determined by the State Administrator that, in the absence of projects of equivalent desirability within the limits of condition "1" the required transportation will be provided as a part of the sponsor's participation in project costs or, if necessary, as a part of Federal participation in such nonlabor expenditures as may be made within established limitations.

—Safety Provisions.

Trucks and other vehicles furnished by sponsors or by the Work Projects Administration for the transportation of project employees are subject to the provisions of WPA Safety Bulletins Nos. 2 and 3, and the supplements thereto.

Protection of Workers Under Severe Weather Conditions

Protection of Workers Under Severe Weather Conditions.

Special precautions shall be taken during periods of severe weather to protect workers from unnecessary exposure and to prevent accidents. Work shall not be undertaken under conditions which are likely to impair the health of the workers, which may reduce the effectiveness of reasonable safety precautions, or which may seriously impair the effectiveness of work to be done.

—Suspension of Project Operations.

Judgement and experience, coupled with consideration of local practices, should be relied upon in determining when work should be suspended because of weather conditions. During periods of hot weather, hours of work on projects should be rescheduled when feasible so that work will not be carried on during the hottest part of the day. Arrangements should be made to facilitate the advance notification of workers when decision is made to suspend project operations temporarily or to reschedule hours of work.

—Shelters.

During extremely cold or hot weather, facilities used for transporting workers to and from projects should not unduly expose workers to the weather. When necessary, windbreaks and shelters should be provided on projects for the protection and comfort of employees before working hours and at meal times. Shelters should be heated if necessary. Workers who are inadequately clothed shall not be permitted to work under extreme weather conditions which may endanger their health or safety. Workers who are ill shall not be permitted to work under any circumstances.

—Heating Facilities.

Heating facilities in buildings and shelters which are to be used by project employees shall be inspected and approved by the State Safety Consultant or his authorized representative prior to occupancy or use. Open fires at outdoor locations shall be guarded to prevent spreading, and all fires, unless attended by watchmen, shall be extinguished when the workers leave the project site.

—Removal of Snow and Ice.

Snow and ice shall be removed promptly from entrances, scaffolds, runways, and footways; and salt, sand, cinders, or some similar gritty material shall be spread on slippery areas which have to be traversed or used by employees.

—Excavations.

Quarry faces, gravel-pit banks, and excavations of all kinds shall be carefully watched during thawing weather to safeguard workers against the hazards involved under such conditions.

Use of Flagmen, Warning Signs, Barricades, Lanterns, and Torches

Flagmen, Warning Signs, and Barricades.

Flagmen, warning signs, barricades, and lanterns or torches shall be used when necessary in project operations to safeguard the general public as well as project employees.

—Determination of Need.

The need for flagmen shall be determined solely by job conditions. Safety, job appearance, and efficiency are impaired by unwarranted or inadequate use of flagmen. In the determination of such need, consideration should be given to the possible use of warning signs and barricades.

—Location.

Flagmen should be placed where workers must cross and recross highways; where operations necessitate one-way traffic, and where trucks or other equipment enter or leave highways if there is limited vision or where heavy traffic is involved. In many operations within cities, the aid of local police may be required to assist in traffic regulation.

—Qualifications for Flagmen.

Once the need for a flagman is established, care shall be exercised in selecting the individual for the position from among those assigned as laborers. The person selected shall be mentally sound and alert as well as courteous and tactful. No person shall be assigned duties as a flagman who is physically handicapped to a degree which would interfere with the proper performance of his duties and result in danger to himself and others.

—Instruction of Flagmen.

Before a person is assigned duties as a flagman, he shall be instructed thoroughly by the supervisory employee in charge of the project as to the following:

1. Requirements of the project as to movement of traffic.
2. Where to stand.
3. How to use flag, hands, and arms.
4. To be courteous and tactful.
5. To remember that he is not a police officer and has no police authority.

—Cooperation of Safety Personnel.

Safety personnel shall cooperate in guiding and advising supervisory employees in charge of projects and flagmen with a view to improving traffic safeguards on WPA projects.

Inspection of Power Equipment, Buildings, and Sanitary and Drinking-Water Facilities

Inspection of Power Equipment, Buildings, and Sanitary Facilities. —Responsibility.

All power equipment, including trucks and other automotive equipment, and all buildings and sanitary and drinking-water facilities utilized in the operation of WPA projects shall be inspected by authorized representatives of the Safety Section for the purpose of determining that such equipment, buildings, and facilities are in proper condition and may be utilized in connection with WPA activities without danger to the safety and health of WPA workers or the public. When advisable, the responsibility of inspecting power equipment for this purpose may be delegated to someone, such as a qualified employee of the Division of Operations or of the supply fund, who is not a regular Safety Representative or inspector.

General instructions regarding the safety inspection of equipment, buildings, and sanitary and drinking-water facilities are set forth below.

—Power Equipment.

Power Equipment.—All power equipment, including trucks, to be used on WPA projects, whether owned, rented, or borrowed by the Work Projects Administration, or furnished by a sponsor, shall be certified by the State Safety Consultant or a competent inspector approved by him before they are operated on or for a WPA project. This inspection requirement shall also apply to automobiles, busses, and motor vehicles of the station-wagon type used for transporting administrative and project employees of the Work Projects Administration.

After inspecting such equipment, the inspector shall (1) if the equipment is satisfactory, issue *Certificate of Approval*, WPA Form 355, modifying the entries as necessary to apply to other-than-automotive equipment; (2) if the equipment is not satisfactory, disqualify it and recommend repairs necessary for certification; or (3) if too many repairs are required and the equipment is in generally poor condition, disqualify it without recommendations.

Each *Certificate of Approval*, WPA Form 355, shall be valid for 60 days from the date of each approval of the condition of the equipment, as indicated on the reverse side of the card, unless revoked sooner. The card shall be given to the driver or operator for presentation to the WPA employee responsible for assigning the equipment to project work or, where it is not feasible to give the card to the driver or operator, it shall be delivered directly to the assigning employee.

The State Safety Consultant shall furnish each Safety Representative a list of the power equipment being used within the representative's territory. These lists shall be kept up to date. In the course of inspections, the Safety Representative shall observe the performance and handling of the equipment and report on WPA Form 352 any violations of safety regulations to the persons responsible for the operation of the equipment.

—Buildings.

Buildings.—All buildings occupied by WPA employees or used by such employees in connection with project activities shall be inspected by the State Safety Consultant or his authorized representative prior to the occupancy or use of such buildings. Such buildings shall be regularly inspected as required during the course of their use or occupancy and at least once each month in the event the nature of the occupancy is such as to promote hazards. These instructions apply in all cases, including buildings utilized by arts projects for rehearsals, performances, exhibitions, administrative offices, etc.

The essentials of protection against fire hazards are (1) fire-preventive measures, (2) provisions for extinguishing or controlling fires, and (3) providing proper and sufficient well-marked exits and the instructing of

occupants in their use. Fire-preventive measures should include proper heating facilities, good housekeeping, no smoking in workrooms if a hazard is thereby created, and modern electrical installations. Fire extinguishers should be provided and instructions given as to their use. Exits leading to safety in case of fire shall be kept clear at all times. There should be at least two such exits on each floor of a building, and fire exit drills should be held periodically. An adequate fire-alarm system should be provided.

Accident preventive measures require that a building be structurally sound and adequate for the use intended. Overloading shall be avoided. Floors and stairs should be in good repair. Rooms and stairways should be well illuminated. Low windows should be barred at the base. Ceilings and walls should be free of loose coverings (including plaster), and if elevator service is used, the equipment should be regularly and adequately inspected. Machinery to be used should be in good condition and suitably guarded. Crowded conditions should be avoided. Workers using machinery should be required to wear simple clothing which is loose enough to avoid impeding movements but not so loose as to permit entanglement in the machinery or its appurtenances. Good housekeeping is of the utmost importance.

Buildings used for production projects shall be inspected particularly with a view to the adequacy of (1) ventilation, (2) heating equipment, (3) lighting facilities, and (4) rest rooms.

—Sanitary Facilities.

Sanitary Facilities.—Proper sanitation is essential to the health of workers. Adequate and suitable toilet facilities should be provided at project locations. Connections should be made where possible to sanitary sewer systems, and flush-tank closets should be installed where practicable. Where privies are necessary, they should be disinfected at least once a day by use of chloride of lime or other suitable disinfectant.

—Drinking-Water Facilities.

Drinking-Water Facilities.—Fresh and pure drinking water shall be provided at all project locations. Public water systems should be used, where practicable, and bubblers of approved type installed. When such stationary bubblers are not available, portable sanitary drinking fountains or covered containers and individual paper drinking cups should be provided. All sources of drinking water, other than public systems, should be required to have the approval of the State or local board of health.

Handling and Storage of Explosives and Other Dangerous Supplies

Handling and Storage of Explosives and Other Dangerous Supplies.

—Observance of Laws.

Every precaution shall be exercised in the transportation, use, and storage of explosives and other dangerous supplies, such as inflammable gases and liquids, to guard against explosions and fires. All applicable Interstate Commerce Commission regulations, State laws, and local ordinances shall be strictly complied with. The transportation of explosives or inflammable gases and liquids in trucks or other vehicles being used to transport employees shall be prohibited.

—Responsibility of Supervisory Personnel.

Whenever explosives or other dangerous supplies are to be used or handled, the appropriate supervisory personnel shall be held strictly responsible for outlining and requiring the observance of proper precautions.

—Approval of Storage Places.

All places designated for the storage of explosives shall be subject to the prior approval of the State Safety Consultant or his authorized representative. Explosives that are stored for more than 6 months after delivery shall be inspected for deterioration and safety before use.

—Rules and Regulations.

Detailed rules and regulations for the handling, transportation, storage, and use of explosives and the disposal of damaged or deteriorated explosives and detonators are given in WPA Safety Bulletin No. 4 and in supplements thereto. It is essential that these rules and regulations be in the hands of every supervisory employee concerned.

—Use of Electrical Equipment in Blasting.

On projects involving blasting, all charges shall be exploded electrically. Fuses and fuse caps shall not be used on WPA projects. Electrical equipment, such as testing galvanometers, rheostats, and blasting machines, must be available for use, irrespective of whether such supplies are furnished by the sponsor or the Work Projects Administration. This equipment, together with all other blasting supplies and the explosives themselves, shall conform to the specifications for these items as listed on the Procurement Division General Schedule of Supplies, Class 4, Supplement No. 1.

—Gasoline and Other Inflammable Liquids.

In transporting, handling, and storing gasoline and other inflammable liquids, care must be taken to prevent evaporation and the mixing of vapors with air. Such inflammable liquids shall be transported, handled, and stored only in approved safety containers. When large quantities of inflammable liquids are accumulated, underground storage tanks should be provided.

— —Precautionary Measures.

Explosive gases and vapors, and vapors from inflammable liquids, may be ignited by the spontaneous ignition of nearby substances, open flames, sparks or excessive heat. Examples of precautionary measures are as follows:

1. *Spontaneous Ignition.*—Do not allow oily rags and dust to accumulate, as they are susceptible of spontaneous ignition.
2. *Open Flames.*—Smoking and the use of lanterns, gas jets, oil lamps, torches, etc., shall be prohibited.
3. *Sparks.*—Avoid static electricity sparks, particularly on power-transmission belts, by grounding both moving and stationary parts of all machinery. To avoid static sparks in pouring gasoline from one container to another, keep all containers, funnels, etc., in contact or connected by a chain.

   Dangerous sparks often result from striking two pieces of metal together, or from nails in shoes striking on nails in floors or on metal-covered, stone, or concrete floors. It is desirable to have workmen wear rubber-soled shoes.

   Safe electrical equipment is absolutely essential. All wiring shall be installed in conduits and the conduits shall be bushed to prevent the

entrance of inflammable vapors. Switches, fixtures, and lamps of the approved vapor-proof type shall be used.

4. *Heat.*—Low-pressure steam or hot water heat is the safest type in rooms containing explosive materials. Overheated bearings or the friction of belts can ignite inflammable substances. Do not let the sun shine through defective window glass, bottles, or other articles of glass which might act as a lens.

5. *Leaks.*—Gas leaks shall be repaired promptly by a competent person.

6. *Oil House.*—The oil house should be a separate detached building of fire-resisting construction. The floors should be of earth or concrete, not wood. Containers should be placed in metal racks or frames. Proper ventilation shall be provided and the oil house shall be kept clean at all times. Rags, waste, burlap, clothing, etc., shall not be allowed to remain in the oil house.

—Purchase of Safety Cans.

All purchases of safety cans for gasoline, naphtha, etc., for use on WPA projects shall be made in accordance with the General Schedule of Supplies, Class 42. The General Schedule of Supplies provides that such safety cans shall meet the requirements of Procurement Division Specification No. 329, dated March 4, 1939.

—Danger Signs.

Properly worded danger signs shall be posted wherever gases or inflammable liquids are stored. Such signs shall provide warning of the hazard, prohibit the carrying of matches or open flames near the storage place, and prohibit the entrance of unauthorized persons.

—Responsibility of Area Supervisor.

In all cases when explosives or inflammable materials or supplies are used on a project, the area supervisor shall furnish the supervisory employee in charge of the project with all applicable safety regulations and shall take such steps as may be necessary to insure strict enforcement of such regulations.

Inspection of Project Operations by Safety Personnel

Inspection of Project Operations by Safety Personnel.

—Purpose.

Supervisory employees in charge of projects and project workers are responsible for performing their duties in such a manner as to assure the maximum degree of safety in the operation of projects. Projects shall be inspected by Safety Representatives for the purpose of assisting supervisory employees in charge of projects, by advice and counsel, in the fulfillment of their responsibilities for the safe operation of projects, as well as to determine that safe practices are being followed.

—Report to Supervisory Employee in Charge of the Project.

—Suspension of Operations.

In making inspections, Safety Representatives should submit their findings as to hazardous or unhealthy conditions and their advice concerning the correction of such conditions to the supervisory employee in charge of the project by means of *Safety Inspection Report*, **WPA Form 352.** When situations are found to be of immediate peril to the health or safety of workers or to the general public, Safety Representatives are authorized to advise the supervisory employee in charge of the project to correct such situations immediately and, if necessary, to suspend the hazardous units of project operations if such advice is not promptly acted upon. When such emergency suspension is necessary, the Safety Representative shall submit without delay a complete written report to the local supervisor of the operating division concerned and forward a copy of the report to the State Safety Consultant.

—List of Questions Concerning Safe Operation.

For the guidance of area supervisors and supervisory employees in charge of projects as well as of safety personnel, there is listed below a series of questions relating to the promotion of safety in project operation. This series is by no means an all-inclusive listing of the elements involved in safe operation.

1. Do the workers appear physically fit to perform the tasks assigned, and are they performing such tasks with due regard to the health and safety of themselves and others?
2. Is the supervisory employee in charge of the project giving due consideration to weather conditions in the operation of the project?
3. Are first-aid facilities adequate, including kits and trained personnel?
4. Is proper use being made of flagmen, barricades, and warning signs? Are flagmen properly instructed in their duties?
5. Are tools in satisfactory condition for use on the project?
6. Is all power equipment provided with adequate safety devices?
7. Are workers properly instructed in the use of guards and other safety devices and such protective equipment as goggles, respirators, and safety belts? Are such devices and equipment being provided and used where necessary?
8. When dusty or similar operations are conducted indoors or in tunnels or shafts, is adequate provision made for removal of the dust, obnoxious vapors, etc.?
9. Have all trucks, including all vehicles being used for the transportation of workers, been properly inspected?
10. Are scaffolds, runways, aisles, passageways, exits, stairs, fire escapes, etc., kept clear and in safe condition?
11. Have proper precautionary measures been taken in connection with any construction or demolition activities?
12. Is "good housekeeping" being observed in the operation of the project?

13. Are materials being handled in a proper and safe manner?
14. After trees have been felled, are stumps being grubbed in a safe way?
15. Are combustibles being stored properly and handled in a safe manner?
16. Is blasting done electrically, and are explosives being carefully transported, stored, and handled by competent personnel?
17. Are buildings used to house project workers, including the heating, lighting, and sanitary facilities, in such condition as not to impair the health or safety of the workers?
18. Are quarries and gravel pits being operated safely? Are the faces being properly sloped or ledged, overhangs being stepped back, etc.?
19. When necessary, are trenches and other excavations being properly shored?
20. If tunnel work is being done—
    (a) Except in solid, sound rock, are the tunnel and shafts being properly timbered?
    (b) Are the tunnels and shafts being thoroughly ventilated?
    (c) Do all electrical installations and equipment comply with State and local laws and ordinances?
    (d) Is all power equipment which is used underground driven by power generated above ground?
    (e) Are adequate fire-protection measures being taken?
21. Are applicable safety bulletins available on the project and are the supervisory employee in charge of the project and foremen familiar with the provisions of these bulletins?
22. Are all accidents reported promptly in the prescribed manner?
23. Are adequate rest rooms provided?

Procedure To Be Followed in Case of Accident

Accident Cases.

—Responsibility of Supervisory Employees in Charge of the Project.

It is the responsibility of the supervisory employee in charge of the project to see that his project is equipped at all times with an adequate supply of approved first-aid materials and that the services of persons who have been certified by the American Red Cross or the United States Bureau of Mines within the past 3 years are available for administering first aid to injured employees.

— —Qualified First-Aid Personnel.

All foremen employed by the Work Projects Administration should be qualified to administer first aid and be responsible for this duty on projects. On large or hazardous projects where the first-aid treatment of injuries may take too much of the foreman's time and interfere with his other duties, it will be permissible to designate another qualified project employee, such as timekeeper, clerk, or tool checker, to administer first aid in addition to his regular duties; provided, however, that an employee assigned as a laborer shall not be so designated. Administering first aid whenever required shall be the primary duty of an employee designated in that capacity, and other duties to which he also may be assigned shall not be permitted to interfere with the necessary discharge of this duty.

—Reporting by Injured Person.

Project employees shall be advised periodically of the importance of reporting promptly to the supervisory employee in charge of the project all injuries, no matter how minor, and all accidents, even if no injury resulted.

—First Aid and Medical Treatment.

In the event of an accident on a project, the supervisory employee in charge of the project shall see that necessary first aid is given the injured person and that proper steps are taken promptly to secure necessary medical treatment. The State Safety Consultant shall be notified by telegram or telephone immediately upon the occurrence of an accident resulting in the death of a WPA employee while in performance of duty or while going to or returning from work. Instructions relating to the authorization of medical treatment at Government expense for project employees injured in the performance of duty and to the submission of compensation claims and reports are set forth on page 2.5.050. The supervisory employee in charge of the project shall cooperate with the project compensation representative, usually the project timekeeper, in the performance of the duties required by compensation regulations.

—Accident Report, WPA Form 351.

— —Use.

Every accident occurring on a WPA project or involving WPA project employees during the course of employment or while en route to or from projects, shall be reported on *Accident Report*, WPA Form 351, regardless of whether or not anyone was injured or of the nature or severity of the injury sustained. If a single accident results in injury to more than one person, a separate report shall be made for each person injured. When no person is injured in the accident, only questions 1 to 12 and 27 to 30, inclusive, of the report form shall be answered, and an account of any property damage shall be included in the answer to question 11. Every accident involving WPA administrative employees while in the course of employment shall be reported on WPA Form 351 by the immediate superior of the person injured, in the same manner that accidents involving project employees are reported.

— —Substitute Not Permissible.

WPA Form 351 is printed and padded in sets for convenient use in the field. No other form shall be used for reporting an accident.

— —Preparation.

The report, in an original and two copies, shall be prepared only by the foreman or supervisory employee in charge of the project, as soon after the accident as possible, and routed as provided on page 2.5.049. All questions in the accident report shall be answered clearly and completely. Skeleton

reports that are mere injury records cannot be used in furthering accident prevention work. When additional space is required, the blank space on the back of the form may be used, taking care to indicate by number the question that is being answered more fully.

The following questions on WPA Form 351 require particular attention for the purpose of securing adequate reports:

Question 2.—The local office shall be designated by number or title in accordance with State practice.

Question 3.—The date to be filled in is that on which an accident is first reported to the foreman or supervisory employee in charge of the project, as distinguished from the date of the accident as given in answer to question 9.

Question 6.—The work project number shall be given, and not the official project number.

WPA Form 351
(Revised 5-1-40)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

ACCIDENT REPORT

Do not write in this box

1. State _____ 2. Local office _____ 3. Date _____, 19__
4. County _____ 5. City or town _____
6. W. P. No. _____ 7. Job unit _____ 8. Type of project _____
9. Date of accident _____, 19__ 10. Hour _____ a.m. p.m.
11. Description and cause of accident _____
12. What has been done to prevent a recurrence of this accident? _____
13. Name of person injured _____ 14. Ident. No. _____
15. Address _____ 16. Age _____ 17. Occupational classification _____
18. What was he doing when accident occurred? _____
19. (a) If accident occurred while going to or from work, how far was project from home? _____
(b) Was public carrier available? (c) Was authorized transport available? _____
20. Part of body injured _____ 21. Was first aid given immediately? _____
22. What type of first aid? _____
23. Name of first aid man _____ 24. Address _____
25. Was injured sent to doctor? _____ 26. Name of doctor or hospital _____
27. Witness to accident _____ 28. Address _____
29. Witness to accident _____ 30. Address _____
31. (a) Was injured scheduled to work on next calendar day? (b) If so, did he return to work? _____
(c) If he returned, did he do different kind of work because of injury? _____
The above accident is reported by me in accordance with regulations, and the foregoing statements are true.

Subscribed _____ _____
Injured Employee. *Project Foreman or Supervisor.*

Safety Representative at Local Office

[Over]

(Front)

(Use this space for additional information)

(Space below to be used by Safety Representative only)

O. P. No. _____ Type of work symbol _____
Cause of accident:
Agency _____
Unsafe condition _____
Unsafe act _____
Remarks: _____
Was hazard causing this accident previously reported on WPA Form 352? _____
If so, on what date? _____, 19__

_____
State Safety Representative.

(this form printed in Washington) *(Back)*

Question 7.—The section or job number assigned locally to identify a unit of a work project shall be given.

Question 8.—A description of the project on which an accident occurs shall be given, such as "road," "street," "sewer," "building construction," etc.

Question 11.—The description and the cause of an accident shall be given in such a way as to permit subsequent users of the report to reconstruct mentally all significant circumstances surrounding the accident. The essential parts of a correct answer to this question are:

(a) The kind of accident, such as *slip, fall, struck by, struck against, etc.* Especially in the case of strains shall slips be distinguished from falls. Also, falls shall be clearly indicated as occurring on a level surface or from an elevation.

(b) The person, object, material, substance, or other agency with which injurious contact is made, such as the kind of machine, vehicle, gas, material, tool, etc. If more than one agency is involved in an accident, as when a man falls from a defective ladder against an unguarded machine, all agencies concerned in the accident shall be given. Class names, such as machine, vehicle, tool, working surface, etc., shall not be used for the names of particular agencies within the class, such as tractor, power sewing machine, work truck, private car used for transportation, jackhammer, emery wheel, ax, wheelbarrow runway, etc. Trade names shall not be used to describe machines or equipment involved in accidents. The parts of the machine or equipment directly involved in an accident shall be clearly specified.

(c) The cause of the accident, which shall be stated in terms of unsafe acts or unsafe conditions or of both unsafe acts and unsafe conditions. A cause is correctly given if a practical and definite recommendation can be made, on the basis of the report, for the elimination of a physical hazard or for the correction of an unsafe practice. Consequently, causes such as *worker not alert, carelessness,* or *poor supervision* are not useful because they are too vague to serve as grounds for corrective action.

The following examples are intended to assist in understanding how question 11 should be answered. The parenthetical terms are given only to indicate the various elements of the answer and are not to be used in practice.

Correct.—Fell (kind of accident) while pushing wheelbarrow on an icy (cause) runway (agency).

Incorrect.—Slipped while pushing wheelbarrow.

Correct.—Caught by (kind of accident) gravel slide (agency) because bank was too steep (cause).

Incorrect.—Too near bank that caved in.

Correct.—Struck in eye by (kind of accident) chip (agency) while cutting stone. Had off goggles (cause).

Incorrect.—Struck by chip while cutting stone. Improper use of tools.

Correct.—Strained (kind of accident) while lifting heavy lumber (agency). Using back instead of legs to lift (cause). Or "because the plank was too heavy for one man," etc.

Incorrect.—Strained while lifting lumber. More attention to work.

Correct.—Struck by (kind of accident) ax (agency) which slipped because it was dull (cause). Or "because he did not know how to use sharp tools," or "because he was cutting toward himself," or "because he did not clear underbrush before beginning to fell tree," etc.

Incorrect.—Cut by ax. Improper use of tools.

Correct.—Hit by (kind of accident) cable to tractor (agency) pulling stump because he did not stand clear (cause). Or "because the operator pulled before getting a signal," or "because the cable was not properly fastened," etc.

Incorrect.—Hit by cable of machine. Should have been more alert.

In certain conditions it may be necessary to insert a detail which will help in the better understanding of an accident. For example, in connection with accidents which occur while employees are going to or returning from work, it is important to know the type of transportation involved in the accident; e.g., whether the vehicle was one officially authorized for use in transporting employees, an employee-owned automobile, a public carrier, etc. Likewise, it should be indicated at what depth a trench caved, or at what distance from a blasting operation an employee was struck by a flying rock and the size and type of charge fired. In short, all details shall be reported that are of value in determining specific accident causes so that definite remedies may be applied.

In some instances, such as insect stings or snake bites, poisonous vegetation inflammations, or eye inflammations from miscellaneous dust particles, accident causes are not easily determined. In such cases a plain statement of what took place, as far as is known to the

foreman or supervisory employee in charge of the project, is sufficient. Accidents of which the foreman has no knowledge, especially those reported tardily and of which there is no evidence other than the statement of the injured worker, may similarly be reported to the best ability of the foreman or supervisory employee in charge of the project, who cannot be expected to give causes where the circumstances of accidents are not definitely known. Reports shall state facts, not opinions.

Question 12.—The answer to this question shall be limited to a statement describing the steps that have actually been taken to prevent a recurrence of the accident. There should, however, be a real relationship between these corrective measures and the cause factors given in answer to question 11. For example, if the description and cause of accident are given as "Struck by falling rock loosened by men stripping bank," the answer to question 12 might be "Have instructed men not to work below crew removing overhang."

Question 14.—When injury is sustained by an administrative employee, the abbreviation "Adm." shall be inserted.

Question 16.—If age is not known, this fact should be stated rather than leaving the answer blank.

Question 17.—The occupational classification of the injured person as shown on the pay roll records shall be given.

Question 18.—This question shall be answered by indicating the operation being performed when the accident occurred. To illustrate the distinction between questions 17 and 18, the following examples may be given: A man may be assigned as a *water carrier* (question 17) but sustain a strain while *helping to move a stump* (question 18); or a man may be assigned as a *truckdriver* (question 17) but be injured while *helping to lower pipe in trench* (question 18).

Question 19.—Answers to the three parts of this question shall be given only when the accident occurred while the injured employee was going to or returning from work, and shall supplement the information given in answer to question 11.

Question 20.—When several body parts are affected by accidental injuries, all parts shall be listed, preferably in the order of seriousness of injury.

Question 21.—This question shall be answered "Yes" only if first aid is rendered immediately following the accident. If an injury is not reported on the day that it is sustained, the question shall be answered in the negative.

Questions 22, 23, *and* 24.—If the answer to question 21 is "Yes," questions 22, 23, and 24 shall also be answered, since this information may be required by the Compensation Section.

Question 26.—If the injury is serious enough to require medical treatment or hospitalization, the name of the doctor or hospital shall be given for the information of the Compensation Section.

Questions 27, 28, 29, *and* 30.—Whenever possible, the names and addresses of two witnesses shall be given. These items of the report are important, since this information also may be required by the Compensation Section.

Question 31.—If an employee is injured on the last day of his scheduled work period, or on a day preceding Sunday or a holiday, the answer to (a) will be "No," and (b) and (c) will require no answers. If the injured employee is scheduled to work on the next *calendar* day following that on which the accident occurred, the answer to (a) will be "Yes," and the answer to (b) will indicate whether or not he returned to work on that day. If the injured employee did return to work on the next calendar day, the answer to (c) will indicate whether or not the *injury prevented him* on that day from doing the same kind of work he was doing before the accident occurred. Whenever the injured employee does different work on the next calendar day because of the injury, the answer to (c) will be "Yes."

—Routing. The *Accident Report*, WPA Form 351, shall be filled out by the foreman or supervisory employee in charge of the project immediately following an accident, but all copies shall be retained in the pad until question 31 can be answered correctly. The original (green) copy of each completed report shall be routed as soon as possible to the Safety Representative at the local office, the duplicate (white) copy to the local Compensation Officer, and the triplicate (buff) copy retained in the pad on the project.

In the event that an accident involves damages to privately owned property or injury to a person not employed by the Work Projects Administration, the *Accident Report*, WPA Form 351, shall be supplemented by a report from the supervisory employee in charge of the project as set forth on page 2.5.052.

Medical Treatment and Compensation Procedure

Medical Treatment and Compensation.

—Definition of Traumatic Injury.

Any project worker who has sustained a traumatic injury in the performance of duty is entitled at Government expense to such medical treatment, including hospital care, as may be necessary due to such injury. The term "traumatic injury" is defined as an injury by accident causing damage to the physical structure of the body. The term does not include diseases in any form except such diseases as may naturally result from the injury. The expression "in the performance of duty" is defined to include (1) the performance of assigned work on the project and (2) traveling to or from the project and the employee's home by the direct and most usual route.

—Authorization for Medical Treatment.

An injured employee may not obligate the Government for the expense of medical treatment without the authorization of the Work Projects Administration or the United States Employees' Compensation Commission. Project timekeepers act as representatives of the WPA Compensation Section and are charged with the responsibility of authorizing medical treatment for injured workers in accordance with the rules and regulations set forth in volume 4 of the Manual of Rules and Regulations, pages 4.1.049-4.1.088. In any case where an injured employee requires immediate medical treatment and the project timekeeper is not available, the supervisory employee in charge of the project or other responsible person shall take such steps as may be necessary to secure such treatment for the injured employee without delay.

—Use of Hospitals and Physicians.

A list of the nearest qualified hospitals and physicians available for treatment of injured workers shall be maintained by each project timekeeper. Injured employees may indicate their personal preferences as to physicians and such preferences may be honored when the physician is qualified and the selection of such physician will not materially disturb the equitable distribution of cases among available physicians.

—Compensation Form CA-2.

— —Statement of the Supervisory Employee in Charge of the Project.

The project timekeeper, acting in the capacity of "official superior" for this purpose, is required to prepare *Official Superior's Report of Injury*, Compensation Form CA-2, for each injury sustained in the performance of duty which results in the loss of time beyond the day of the accident or requires medical treatment. On the reverse side of this form under the heading "Statement of Witnesses," the supervisory employee in charge of the project shall provide a statement in narrative form of his knowledge of the accident. In all cases this statement shall include (1) the supervisory employee's name and mailing address, (2) the date and time of day of the accident, (3) an explanation of how he obtained his knowledge of the accident, (4) a concise statement of what he actually saw and knows about the accident, (5) a clear description of how the accident occurred, and (6) a clear description of the injury. In cases (1) involving back strain, (2) where the employee was injured while traveling to or from the project, (3) where the injury occurred during the operation of a motor vehicle, or (4) where the injury was allegedly due to heat exhaustion, heat prostration, or sunstroke, the supervisory employee in charge of the project is required to include certain special information in his account of the accident. (See volume 4 of the Manual of Rules and Regulations, pages 4.1.062-4.1.063. A sample narrative statement by a supervisory employee in charge of a project also is provided on page 4.1.063.)

—Injury to Persons Other Than WPA Employees.

In any case where a person not an employee of the Work Projects Administration is injured on or by reason of the operation of a project, the supervisory employee in charge of the project shall see that necessary first aid is rendered and shall take appropriate steps to secure whatever medical treatment may appear to be necessary, but it must be understood with the physician or hospital that the medical treatment is not to be at Government expense. When the injury is serious or results in death, the supervisory employee in charge of the project shall endeavor to notify the injured person's employer or relatives as promptly as possible.

PART VI. RELATIONS WITH THE GENERAL PUBLIC

Relations With the General Public.

In the conduct of project operations it is of utmost importance that careful consideration be given to the health, safety, and convenience of the general public. Under no circumstances shall any operation be carried on with unwarranted or unlicensed disregard of the public or the rights of individuals. The health and safety of the general public in any operation shall be fully safeguarded.

Public Convenience, Health, and Safety

Operation of Construction Projects Which Inconvenience Public.

When construction projects are undertaken which will inconvenience the public during their operation, it is essential that arrangements be made to prosecute the work as expeditiously as possible. In such cases idle days shall be reduced to a minimum or eliminated entirely, additional shifts shall be used where feasible, and on single-shift operations an 8-hour day shall be adhered to as closely as is practicable.

—Policy.

The following examples are illustrative of policies to be followed:

1. No street or public thoroughfare shall be torn up without providing for by-passing or rerouting traffic with the least inconvenience.
2. No private ingress or egress shall be blocked for any considerable length of time without arranging for the accommodation of the persons affected.
3. No health hazard shall be permitted to continue and no offensive operation shall be carried on unless the work is performed in a manner meeting with the approval of State or local health authorities and unless the purpose of the work is the abatement of a condition worse than that temporarily created.
4. No loud or disturbing noises shall be made in a residential neighborhood during other than locally accepted working hours and then only for necessary operations.
5. No truck hauls involving considerable disturbance shall be scheduled over extended periods without first establishing the route which will cause the least discomfort and inconvenience to the public.
6. No operation shall be conducted on public thoroughfares or passageways which will create any hazards to the public that are not protected with red flags, barricades, flagmen, or railings during the day and with flares or red lights at night. Ample warning signs shall be posted at all times. When highly mechanized equipment, such as hand saws, planes, lathes, and power sewing machines, are used in project operations, the public shall not be permitted close to such machines while in operation.

—Observance of Law.

In the operation of projects, all laws and ordinances applicable shall be strictly observed. Permission shall be secured in all cases where local custom or regulations so require. The sponsor shall be required to assume the responsibility for securing necessary permissions.

—Where Private or Public Loss Is Claimed.

In the event operations may result in private or public loss which cannot be avoided if the operations are continued, and if such action is protested by affected persons, the supervisory employee in charge of the project, if he is unable to satisfy the protestants, shall stop operations until such time as the sponsor may have opportunity to adjust the difficulty.

—Damage to Private Property or Injury to Individual.

When damage is done to privately owned property or injury is caused to a person not employed by the Work Projects Administration through or as a result of an act of a WPA worker, or by the operation of any equipment owned by or

— —Duty of Supervisory Employee in Charge of the Project.

in the custody of the Work Projects Administration, or by general WPA operations, the supervisory employee in charge of the project shall—

1. Immediately provide first aid to the injured party.
2. Take adequate steps to prevent the recurrence of such accidents and take such disciplinary action as may be warranted under the circumstances.
3. Immediately record all attendant circumstances and the names and addresses of witnesses, and obtain signed statements from those witnesses to be forwarded as an attachment to WPA Form 351, the routing of which is described on page 2.5.049.
4. Render every assistance to the State Compensation Officer or his representatives in the investigations of property-damage or personal-injury cases, when requested to do so.

Any person requesting information with respect to the procedure for filing such claims shall be referred to the State Compensation Officer or his authorized representative.

The handling of claims must be in accordance with the provisions of volume 4 of the Manual of Rules and Regulations, pages 4.4.021-4.4.027.

No Federal law exists which authorizes payment of compensation to any person not in the employ of the Work Projects Administration for personal injuries or death resulting from an accident involving the Work Projects Administration. However, the supervisory employee in charge of the project shall cooperate with the personnel of the Compensation Section in determining the facts and conditions of any such accident. All such accidents shall be reported by the supervisory employee in charge of the project in accordance with the instructions prescribed on pages 2.5.046-2.5.049.

Public Benefit and Participation

Public Benefit and Participation.

—Public-Relations Principles.

In the operation of projects, it is important that the following principles of public relations be observed:

1. The public shall be kept informed regarding the time, place, and nature of the activities, services, or operations.
2. The public, through responsible representatives, should be invited to offer suggestions or assistance in planning, where consistent with the project proposal. In this connection, the use of project advisory committees is recommended, where appropriate.
3. When the nature of the program involves public participation, activities should be so conducted that maximum participation is obtained.

In order to avoid confusion to the public, it is important that all overlapping of activities and all duplications of effort be reduced to a minimum.

All project offices of the work projects shall be kept reasonably accessible to the public and projects shall be open to visitors insofar as feasible. All transactions with the public shall be conducted in a courteous and dignified manner. Reasonable requests for information concerning project activity or requests for adjustment of operations by persons affected by the work should be granted, provided the request does not involve departure from authorized operations or require the expenditure of Federal funds for other than authorized purposes or unwarranted expenditures for authorized purposes. When the supervisory employee in charge of the project does not consider a request feasible, or is unable to comply, the request shall be immediately referred to the sponsor, and the supervisory employee's superior shall be notified of the action.

PART VII. PROJECT APPEARANCE AND IDENTIFICATION SIGNS

Project Appearance.

Job housekeeping and the appearance of job appurtenances and equipment should receive appropriate attention in the conduct of project activities, not only because of their effect on the efficiency of project workers and therefore on operations but also because of their impression on the general public.

As the essential purpose of equipping a project with appurtenances and equipment is purely utilitarian, it is recognized that detailed regulations cannot be prescribed which will govern all situations and classes of appurtenances. However, minimum standards in job housekeeping and the appearance of job appurtenances which should be maintained are outlined on the following pages. Only items which meet the requirements set forth herein shall be used on projects. The standards to be followed in the provisions of project identification signs are contained on pages 2.5.060-2.5.064.

Project Appearance and Job Housekeeping

Project Appearance and Job Housekeeping.

—Appurtenances Usually Furnished by WPA.

Items such as movable project offices, identification signs, bulletin boards, shops, storage sheds, shelters, tool boxes, and latrines should, in general, be provided by the Work Projects Administration rather than as part of sponsors' participation, in order that the standards of appearances outlined herein may be more readily attained and maintained. Except where unusually large or special units are required, such job appurtenances ordinarily should be constructed and handled under the Supply Fund Account.

—Improvements to Space Furnished by Sponsor.

In instances where the sponsor furnishes space for project operations, including privately owned space rented for the purpose, every precaution should be taken to insure the workmanlike appearance of the facility. The expenditure of Federal funds for permanent repairs or improvements to private facilities is not eligible. However, renovating premises to give them a pleasing and workmanlike appearance is eligible within the funds established for that purpose when approved in the project application.

—Trucks and Other Power Equipment.

It will be noted that there are no specific provisions herein with respect to the appearance of trucks and other power equipment and machinery used on projects. Attention has been directed to other classes of project appurtenances on the assumption that the appearance of power equipment and machinery is not apt to be overlooked in view of the attention necessary to keep such items in good operating condition. It should be borne in mind, however, that the importance of appearance applies with equal force to all classes of appurtenances.

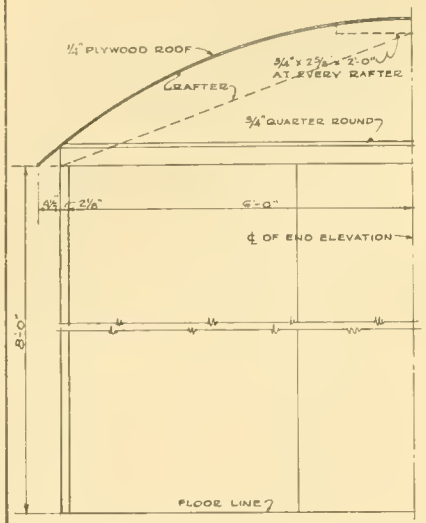
—Minimum Standards for Job Equipment.

Appurtenant job equipment for construction projects shall be provided in accordance with the following minimum standards.

— —Office Buildings, Shops, etc.

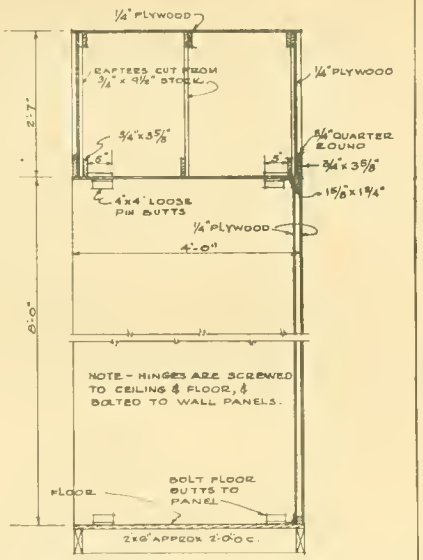
Job Office Buildings, Shops, Storage Sheds, etc.—Temporary structures of this nature should be of size and design appropriate to the purpose for which they are used and to property located in relation to the project work and the approaches thereto. In designing such structures, consideration should be given to sectional construction which will permit not only ready removal from one location to another, use of the same materials on successive projects, and use in buildings of various sizes, but also convenient return to a central point for repairing and repainting.

Although the variety of needs and conditions to be met is such that standard types of construction are not prescribed for Nation-wide use, a standard design which embodies good appearance should be adopted for use so far as possible throughout each State. The temporary structures shall be kept in good condition while in use, being repaired and repainted when necessary. The use of tar paper or similar unsightly materials for exterior wall covering shall be avoided.



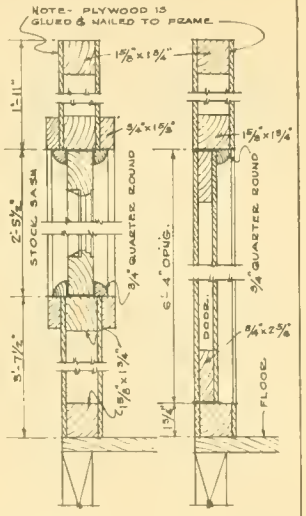
HALF ELEVATION END OF BLDG.
12'-0" WIDE INSIDE.

Ⓐ



CROSS SECTION OF ROOF, WALL & FLOOR PANELS AT END OF BLDG.

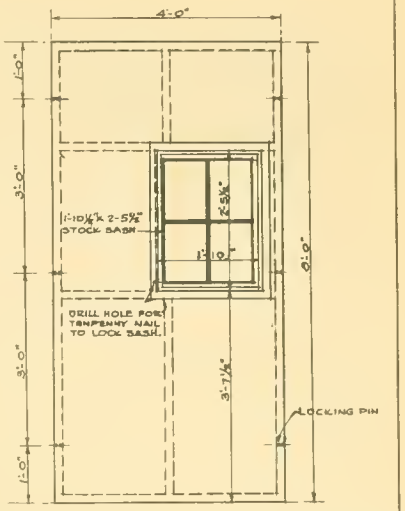
Ⓑ



SECTION THRU PANEL D

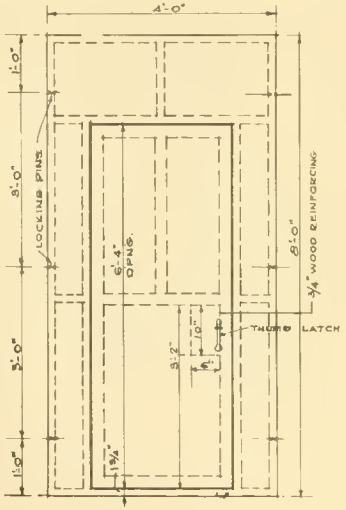
SECTION THRU PANEL E

Ⓒ



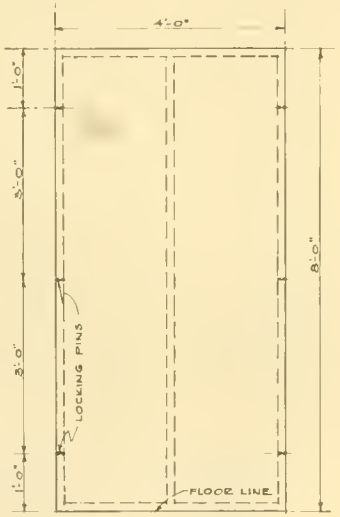
ELEVATION OF WINDOW PANEL.

Ⓓ



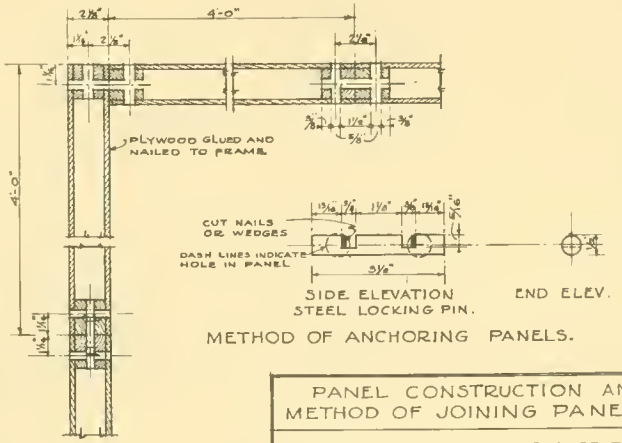
ELEVATION OF DOOR PANEL

Ⓔ



TYPICAL PANEL

Ⓕ



METHOD OF ANCHORING PANELS.

Ⓖ

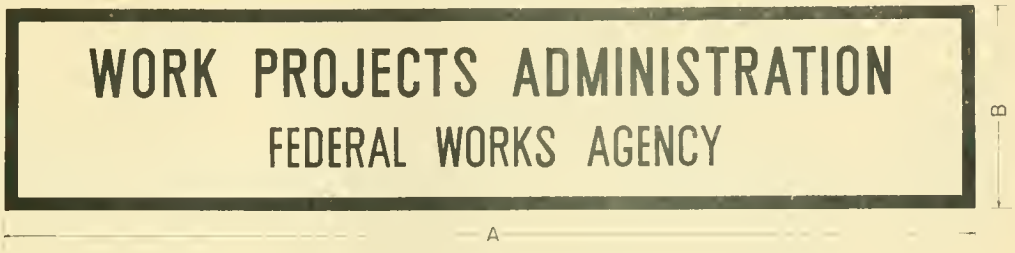
Note Floor and roof panels 8'4¼" long also to be provided.

PANEL CONSTRUCTION AND METHOD OF JOINING PANELS.

EXPERIMENTAL FIELD OFFICE BUILDING

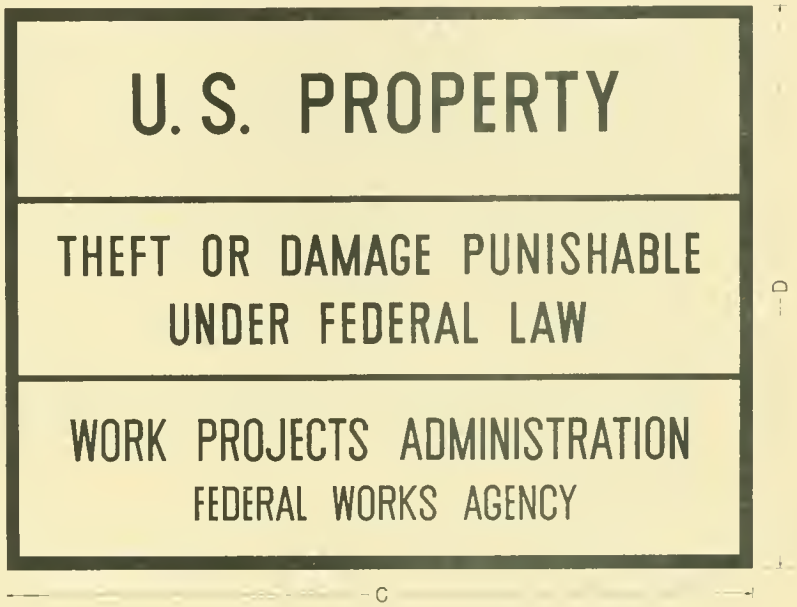
FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

WHITE PANEL
BLACK LETTERS



For use on job office buildings, etc

WHITE PANEL
BLACK LETTERS
or
BLUE, WHITE
AND RED PANELS
WITH WHITE AND
BLACK LETTERS
AS IN PROJECT
IDENTIFICATION
SIGN



For use on tool boxes, and similar items. Mounted on stake may also be used to indicate ownership of stock piles.

SIZE – To be suited to use. Approximate proportions as follows.
$B = \frac{1}{5} A$
$D = \frac{3}{4} C$

LETTERING – Style to be similar to that specified for project identification signs.

TRIM – Black border and edges may be painted on solid boards, plywood or metal signs, but moulding should be provided for light metal wood backed signs

SIGNS FOR JOB OFFICE BUILDINGS, TOOL BOXES, ETC.

All structures used for job offices and similar purposes shall be provided with such appurtenances as neatly arranged bulletin boards and identification signs of the type described in a following subsection, and shall be painted aluminum with black trim.

— — —Plan of Field Office Building.

For information, there is shown on page 2.5.056 a sectional type of building which was constructed during an experiment in improvement of job appearance. In this design the use of plywood nailed and glued to framing provides relatively light panels of neat appearance and adequate strength. The lined wall panels are reversible and provide air-space insulation against heat or cold. The joint fastening for wall panels, which is entirely concealed, has been found to be satisfactory, and the joints between sections are covered with tape. The rounded roof was adopted as a means providing a style of outstanding distinction, and the ceiling in the roof panels also provides air-space insulation. Such insulation is augmented by the aluminum paint with which the building is finished inside and out. In view of the more general utility of buildings smaller than those which can be constructed with 12-foot roof and floor panels, arrangements were made to supply 8-foot roof and floor panels. It is contemplated that the cost of buildings of this type will be amortized throughout an extended period of use on several different projects.

It is recognized that advantages may be afforded by construction features of types other than those which were included in the building described above. For example, special mullions may be more effective in some circumstances than the joint fastening shown herein, distinctive style may be obtained without using a rounded roof, and other materials may in some cases meet needs more effectively than ¼-inch plywood. However, construction features of the types shown should be used whenever applicable, and the general standards of appearance and utility embodied in this design should be regarded as a minimum, particularly with respect to the appearance of temporary job buildings used on WPA projects.

— —Tool Boxes, etc.

Tool Boxes and Similar Storage Facilities.—Where storage purposes may be properly served by tool boxes or similar containers, the items used should be sufficient in size to meet their purpose within limits adapted to ready transportation and should be designed to provide adequate protection from weather and theft, as well as workmanlike appearance.

In all cases they should be provided with identification signs of the type described in the subsection below, which shall be painted aluminum with black trim and kept in good condition.

— —Signs for Job Buildings, Tool Boxes, etc.

Signs Other Than Project Identification Signs.—Signs required for the identification of job buildings, tool boxes, and the like shall be of a type as shown on page 2.5.057 and shall be fabricated in the manner outlined for project identification signs. Any other types of job signs which may be provided by the Work Projects Administration should be similar in style and construction.

— —Traffic Barricades.

Traffic Barricades.—Where traffic barricades are furnished by the Work Projects Administration, their design should be governed by any pertinent local laws and ordinances. Except as affected by such limitations, they should be constructed along the lines indicated by the illustration on page 2.5.059, and painted white or aluminum in combination with black. They should be identified as WPA property and kept in good condition.

—Job Housekeeping.

Job Housekeeping on Construction Projects.—Project plans, specifications, and records should be maintained in orderly arrangement, readily accessible to all workers who should have access to them. Materials should be neatly stored

IMPROVED BARRICADES

or piled in such manner as to be readily accessible from work locations when required during successive stages of the work, adequately protected from weather, and easily guarded from misuse or theft. Work locations should be kept cleared of debris or waste, which should be piled in designated out-of-the-way locations pending disposal. Tools should be maintained in good condition, cleaned after use, and collected and stored when not in use. Equipment not in use should be parked in orderly arrangement. The appearance of work in progress should be kept as neat as practicable at all times.

Project Identification Signs

Project Identification Signs. —Use.

Project identification signs shall be erected on all projects or operating units thereof when operations begin, kept in good condition while in use by repainting or replacement whenever necessary, and removed when operations are terminated. Project identification signs of the design prescribed herein shall be used on all operations.

—Responsibility for Handling and Fabrication.

In order to secure the advantages of quantity production, to facilitate the maintenance of sufficient supply, and to provide for proper charges to projects, the fabrication and handling of signs and frames should be carried out by the Supply Section. Where the number of signs required in a State is insufficient to permit economical production, arrangements may be made to secure signs from a nearby State Work Projects Administration and to transfer the amount of funds necessary to meet the costs involved.

Instructions relating to the design, size, location, and fabrication of project identification signs are as follows:

—Design.

Design.—The prescribed design is shown in the drawing on page 2.5.061. All portions of the design are standard except the project description and the sponsor's name, which must be specially lettered for each project or unit.

— —Project Description.

The project description in each case should be as indicative as possible, within space limitations, of the type and extent of the project or unit. For example, it is preferable to describe street work as "curb and gutter construction," "Memorial Boulevard grading and drainage," "Third Street paving," or "Sixth Avenue repaving"; sewer work as "sanitary-sewer construction," "sanitary sewer reconstruction," or "Jones Street storm sewer construction"; park work as "park grading and landscaping," "athletic-field construction," or "park-drive construction"; community-service activities as "recreation center" or "Smithtown concert orchestra"; research and records work as "real-property survey" or "traffic survey." The sponsor's name should be that of the official project sponsor; for example, "City of Smithtown" or "Smithtown Water Department."

— —Lettering.

No lettering other than that indicated herein shall be included in the design except when the specific approval of the Division of Information of the central office is secured for special signs on projects of special importance. When it is desired under ordinary circumstances to supplement the data set forth on standard signs, additional signs may be provided by project sponsors.

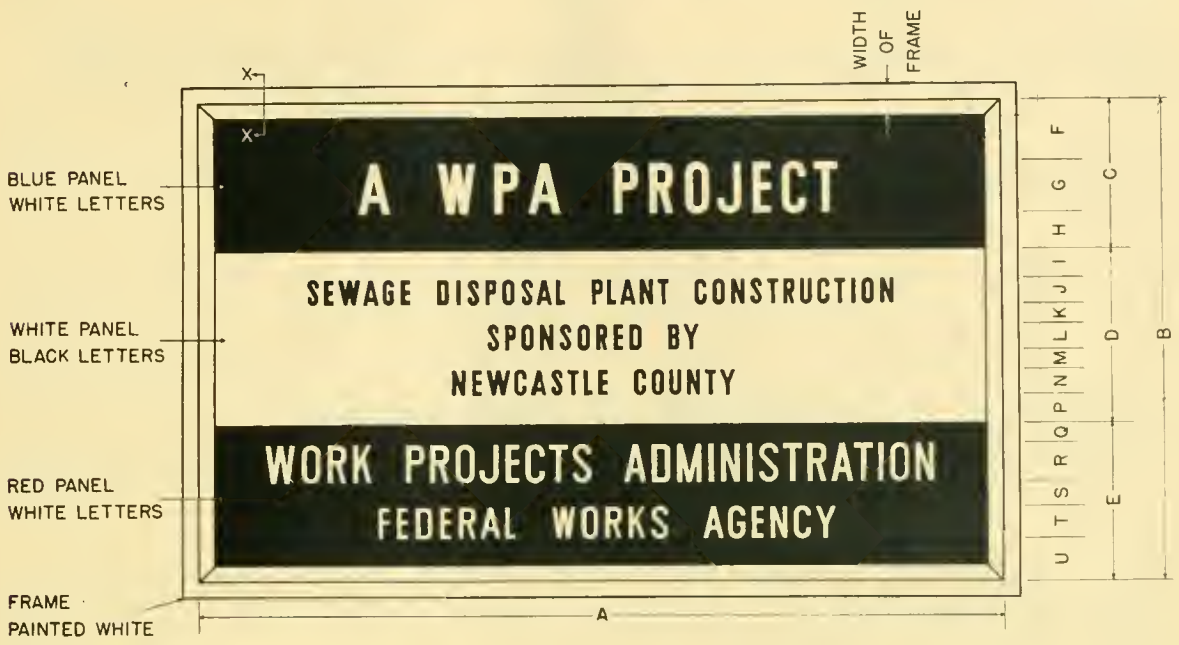
— —Frames and Supports.

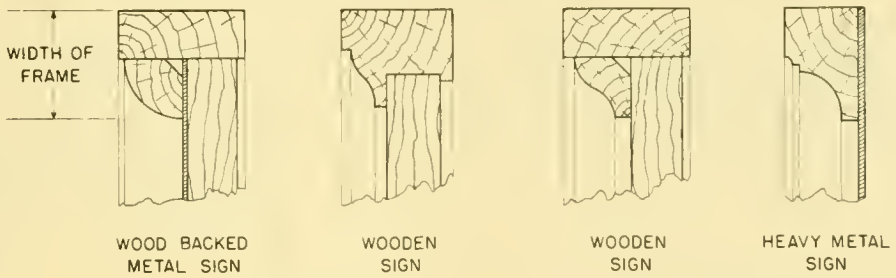
Project identification signs shall be provided with frames of suitable dimensions. When they are to be free-standing, they shall be mounted on substantial supports of appropriate design. The design of sign frames and supports should be standardized throughout each State. Frames and supports shall be painted white except when supports of other color may be warranted for indoor use. A drawing on page 2.5.062 shows suggested types of supports for free-standing outdoor signs.

—Sizes.

Sizes.—Three standard sizes are shown on the drawing, and the appropriate size shall be selected for use on projects of various types. Signs of sizes other than those specified may be used only when mounted indoors or when warranted by special conditions and then only when specific approval is secured from the Division of Information of the central office.

In general, the small size specified is considered suitable for projects where traffic passes close to signs at relatively slow speeds, and when the rapid completion of sections of the work or frequent changes in location necessitate frequent removal of the signs. The medium size is considered suitable for most street, utility, road, or building-construction projects. The largest





TYPICAL SECTIONS X-X

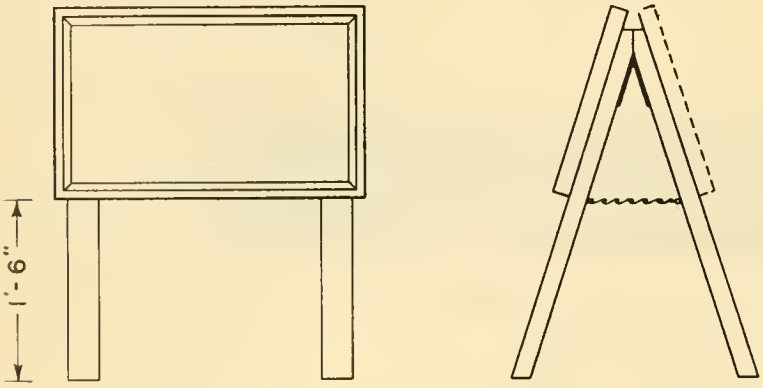
STANDARD DIMENSIONS in inches

SIZE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q	R	S	T	U	APPROX. WIDTH OF FRAME
SMALL	30	18	5 5/8	6 1/2	5 7/8	2 5/16	1 15/16	1 3/8	1 3/32	15/16	3/4	15/16	3/4	15/16	1 3/32	3/4	1 7/16	15/16	1 3/16	1 9/16	1 1/4
MEDIUM	60	36	11 1/4	13	11 3/4	4 5/8	3 3/8	2 3/4	2 3/16	1 7/8	1 1/2	1 7/8	1 1/2	1 7/8	2 3/16	1 1/2	2 7/8	1 7/8	2 3/8	3 1/8	2
LARGE	120	72	22 1/2	26	23 1/2	9 1/4	7 3/4	5 1/2	4 3/8	3 3/4	3	3 3/4	3	1 3/4	4 3/8	3	5 3/4	3 3/4	4 3/4	6 1/4	AS REQUIRED

STYLE OF LETTERING - As shown on full size sample

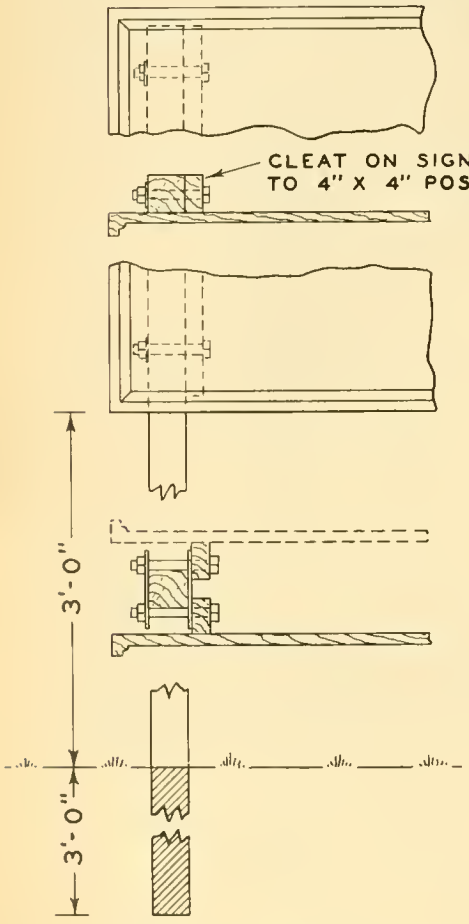
COLORS - U.S. Army specifications #3-1. Red Flag Color #15, Blue Flag Color #24

PROJECT IDENTIFICATION SIGNS

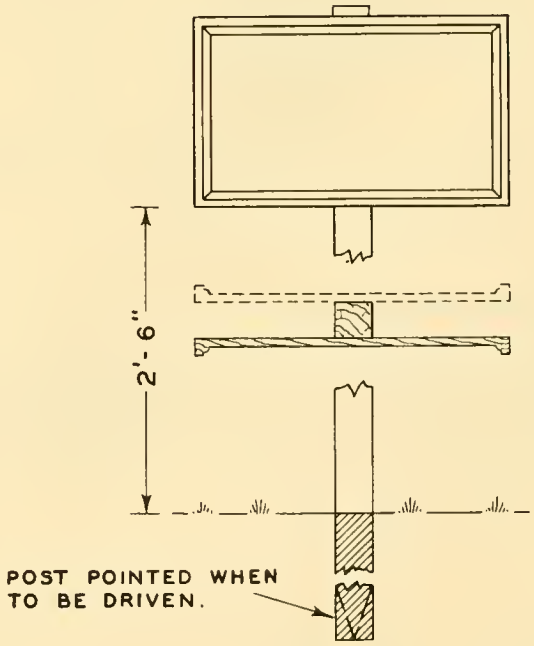


NOTE - FOR SIGNS NOT TO BE FREE STANDING AS SHOWN METAL CLIPS SHOULD BE PROVIDED FOR SECURING TO WALL.

HINGED STANDARD FOR PORTABLE 18"X 30" SIGN
PEDESTAL STANDARD MAY BE USED WHERE PREFERABLE



POST FOR EACH END
3' X 5' SIGN



POST FOR 18" X 30" SIGN

SUPPORTS FOR SINGLE AND DOUBLE FACED PROJECT IDENTIFICATION SIGNS

size is considered suitable only for projects whose importance warrants special display.

Erection Locations.—Project identification signs should be so located that they will be readily noticed by persons approaching a project from usually traveled directions. Where traffic approaches a project from more than one direction, two or more signs should be erected, use being made of double-faced signs where appropriate. On projects along extended locations, such as road work, signs should be located at the ends of those sections of the project where work is in progress and at intermediate points if desirable. —Erection Locations.

In any case where work not included in a WPA project is in progress at an adjacent location, care should be taken to avoid confusion between that work and the work indicated by the project identification sign. Where traffic passes at high speeds, consideration should be given to placing signs a sufficient distance back from the highway and to using signs in V-arrangement rather than parallel or at a right angle to the direction of traffic. Signs along highways or in other locations designating projects not readily observed therefrom should be fitted with pointers or other devices to indicate the location of the work.

Fabrication.—Signs shall be durably constructed of wood or heavy sheet metal backed with wood. Paper shall not be used except in those cases where it may be preferable for indoor use. For wooden signs, appropriate consideration should be given to the use of weather-resistant plywood. The materials used should be of good quality and painted in a neat and workmanlike manner. —Fabrication.

To facilitate economical sign construction, fabrication processes should include the use of silk screens or stencils wherever possible. The former are considered highly preferable. In any cases where the latter are used, precautions should be taken to avoid or to fill in gaps in the letters.

Permanent Marking of Projects and Their Products

Marking of Projects and Their Products.

—Selection of Projects To Be Marked.

The more important construction projects carried out under the WPA program shall be properly marked for permanent identification. The responsibility for the selection of projects to be marked and the selection of types of markers and their placement shall be shared jointly by sponsors and the State Work Projects Administrator. In carrying out the program of marking, the State Administrator and sponsors may arrange appropriate dedication ceremonies.

— —Types of Projects.

Customary practice of the sponsor in the marking of permanent structures may be quite satisfactory. However, such customary practice shall not limit the extent of marking WPA projects. Projects involving major repairs, reconstruction, or improvements shall be marked when the nature of the work justifies and the sponsor approves of or consents to such marking. When projects comprise work which is not of permanent character or will not last for a reasonable number of years, the use of permanent marking devices is not warranted.

—Type of Marking Device.

As in the case of selection of projects to be marked, customary practice of the sponsor shall be followed on the type of marking device used for the purpose. Cornerstones, plaques, tablets, inlays, or inscriptions may be used on appropriate types of work. In all cases due recognition should be given to participation by the Work Projects Administration in the wording appearing on the marking devices employed. The words "built," "erected," "constructed," "repaired," "improved," or other appropriate description of the work shall be carefully considered so that the most appropriate wording may be selected in every instance.

—Marking Plan.

Subject to approval of sponsors and in accordance with their desires, three separate schemes of marking may be employed.

1. One combination sponsor-Federal marker.
2. Two markers—one sponsor and one Federal.
3. One marker—Federal only.

—Use of Names of WPA Personnel Prohibited.

The use of any names of officials or other employees of the Work Projects Administration on markers is prohibited. The use of names of officials representing the sponsoring agency is entirely at the option of the sponsor.

—Number and Location of Markers.

Although more than a single marking device may be appropriate for a project, the number of devices used shall be kept to a minimum consistent with their purpose. The marker should be placed on a prominent part of the structure, or if there is no structure, a substantial stone or concrete post shall be placed at the entrance or other prominent place within the project area, and the type of marker selected shall be embedded in or securely attached to the post. Markers for buildings may be placed on an outside wall, in the floor of the main lobby, or in other places preferred by the sponsor. Care shall be taken in the placement of markers so that they are not placed in locations which are not included as a part of the work embraced in the project.

—Markers for Projects of the Division of Community Service Programs.

In the case of many projects operated by the Division of Community Service Programs, the results of project operations are in the form of individual products, reports, publications, etc. Appropriate methods of tagging, marking, or identifying such products shall be established. Appropriate methods of acknowledging WPA participation in a publication or report shall always be a requirement before release of the manuscript.

—Source of Materials for Markers.

The payment for marking devices or materials used in their construction shall be subject to the same conditions as apply to any other part of the work, regardless of whether provision was made therefor in the project proposal and accompanying descriptions. Whenever practicable, quantity purchases should be made in order to obtain more favorable prices. In such cases each project marked shall be charged its proportionate share of the expense. Separate markers of the sponsor shall not be purchased from Federal funds.

PART VIII. ESTABLISHMENT AND OPERATION OF WORK CAMPS

General Policy Pertaining to Establishment of Work Camps.

All persons employed on work projects shall, so far as practicable, be employed on projects nearest their respective homes. Accordingly, projects which require the establishment and operation of work camps shall be undertaken only when (1) there is a lack of projects of equivalent desirability nearer the homes of the workers, and (2) daily transportation of the workers to and from the project would not be practicable.

All camps operated on projects sponsored by non-Federal agencies shall be under WPA control. Camps operated by Federal agencies in conjunction with the projects of such agencies, whether operated with WPA funds transferred to the agencies or included in the State program, shall be subject to the minimum service standards and provisions herein regarding subsistence deductions, although the camp operations need not be under the direct control of the Work Projects Administration.

The regulations set forth in this part shall govern the establishment and operation of work camps.

Procedure for Establishment of Work Camps

Establishment of Work Camps.

Work camps may be established and operated as appurtenant work to a project even though not specifically provided for in the project description embodied in the Presidential letter of approval. However, no work camp shall be established unless specifically included in the approved project application or unless special authorization is granted by the Chief Engineer, Washington, D.C.

—Information Required in Project Application.

The following special information shall be submitted with each project application proposing the establishment and operation of a work camp as an incidental part of the project, or with each request for special authorization of the establishment and operation of a work camp in conjunction with a project already approved:

— —Justification.

1. A statement of the special considerations which justify the operation of the project, including information as to (a) the absence of other equally desirable projects near the homes of the available workers, (b) the circumstances which make daily transportation of the workers impracticable, and (c) the value of the work to be accomplished on the project in view of the additional expenses to be incurred by work-camp operation.

— —Organization of Camp Functions and Services.

2. Information in appropriate detail regarding such aspects of work-camp operation as (a) the organization to be established for conducting camp functions, (b) provisions for medical and hospital care, (c) type of camp facilities to be provided, (d) provisions for canteen operations, if any, and (e) any special camp services which will be provided employees assigned to the camp.

— —Separate WPA Forms 301 Showing Costs.

3. Segregation of over-all project costs on separate WPA Forms 301 or other equivalent form for the following parts of the project:

— — —Project Work.

(a) *Project Work.*—This presentation should be made in accordance with the customary practice for the type and extent of the work involved.

— — —Camp Construction and Equipment.

(b) *Camp Construction and Equipment.*—This presentation shall set forth all the costs incidental to constructing and equipping the camp. When camp facilities are to be secured through gift or loan, any repair or rehabilitation costs shall be set forth. In cases where camp facilities are owned by the State Work Projects Administration,

appropriate charges for their use shall be set forth. When new structures are to be erected, a statement shall be made as to the contemplated disposition upon termination of the project, including an estimate of any salvage value which will accrue to the Work Projects Administration.

— — —Camp Operations.

(c) *Camp Operations.*—This presentation shall set forth the estimated labor and nonlabor expenses necessary to operate the camp and provide the camp services outlined on page 2.5.072. The presentation shall include reference to the rate established for subsistence deductions and an estimate as to the amount that the over-all camp expenses will be offset by subsistence deductions from the earnings of employees housed in the camp.

Camp Construction and Equipment

Camp Construction and Equipment.

—Facilities Required.

Work camps shall be located, constructed, and equipped in such a manner as to include the facilities necessary to provide the services and the safety, sanitary, and health requirements prescribed in WPA Safety Bulletin No. 14. The required facilities include those needed for such purposes as mess and kitchen; storage for food and other supplies; dormitory; bathing, personal laundry, and latrine; temporary hospitalization; recreational activities; canteen operations; and housing for such utilities as water-supply pumps and lighting plants.

—Location.

Camps should be located with due consideration to such factors as distance to operating sites, accessibility to sources of supply, possibilities of obtaining greater economy and efficiency through the establishment of two or more camps instead of one large camp, and any necessary segregation from project work areas or camps operated by other agencies.

—Type of Building.

For the usual camp purposes, frame buildings are considered preferable, but tents may be used where determined to be suitable. Sectional, readily portable buildings should be utilized when economy can be obtained through subsequent use at other locations or on other projects, but when such considerations are not pertinent, simpler types of construction may be employed.

Conditions of Employment

Conditions of Employment.

Conditions of employment relating to eligibility and certification; classification; availability of labor; hours of work, earnings, and lost time; assignment and termination; labor relations; etc., as prescribed elsewhere,[4] shall be applicable to employees quartered in work camps. Special provisions of these regulations with respect to employees quartered in work camps are outlined below.

—Examination of Employees.

Assignment and Examination of Employees.—In order to reduce to a minimum the interruptions of project operations resulting from illness, no person shall hereafter be assigned to a project where he will be domiciled in a work camp until such person has been examined by a competent medical examiner and a certificate received by the Division of Employment from the examining physician stating that the individual does not have any disability which would render his performance of the required work a menace to his health or the health of others domiciled in the camp. Such examinations shall be given at a point in or near the areas where the persons being considered for assignment reside, by a qualified medical examiner employed by the sponsor or assigned to the project as a WPA employee on a full-time or part-time basis. If the medical examiner is employed by the Work Projects Administration, he shall be assigned as a Chief Physician, or in the case of a medical examiner assisting a Chief Physician, as an Assistant Chief Physician. Minimum standards of physical condition are prescribed elsewhere.[5]

The certificate issued by the examining physician shall be retained in the files of the Division of Employment. When an individual is reassigned to a work camp after having passed such a medical examination within the previous 6 months, reexamination may be waived unless there is reason to believe that it is necessary.

—Transportation.

Transportation.—Persons assigned to projects where they will be domiciled in work camps shall be provided with transportation thereto from assembly points which can be reached from such persons' residences without personal hardship or unreasonable expense. Persons who are separated from employment on such projects shall be provided at the earliest reasonable opportunity with return transportation to the point of original assembly or some similarly convenient point.

Common carriers may be used for transportation where they are more economical or more efficient than other types of transportation.

—Subsistence Deductions.

Subsistence Deductions.—Deductions for subsistence furnished employees domiciled in work camps shall be made from the earnings of such employees. Such deductions shall be made for each camp day or fraction thereof during which an assigned employee receives a meal or lodging. A camp day shall consist of the 24-hour period beginning with the hour when project operations usually commence each day.

Instructions relating to the determination of subsistence deduction rates are set forth elsewhere.[6] Such subsistence deduction rates are based upon charges for unprepared food, lodging, and other services, including emergency medical treatment, hospitalization, and burial in noncompensable cases. Charges

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[4] See appendix A, item 5-4.

[5] See appendix A, item 5-5.

[6] See appendix A, item 5-6.

for meals and accommodations which may be furnished to authorized nonproject personnel shall be established by the State Administrator.

Assigned employees domiciled in work camps who sustain traumatic injuries in the performance of duty or as a result of hazards existing in connection with camp facilities or operations are entitled to compensation benefits in accordance with regulations prescribed in chapter 1, volume 4, of the Manual of Rules and Regulations.

Camp Operations

Camp Operations. —Supervision.

A responsible supervisory employee shall be present in the camp at all times. A large work camp shall be under the supervision of a project supervisory employee who shall devote his full time to camp management and shall be responsible to the supervisory employee in charge of the project. Camp management may be performed by the latter on a small project.

—Camp Personnel.

Camp operations personnel, including such employees as cooks, stewards, janitors, helpers, and watchmen, shall be limited to the minimum number required to perform the necessary work. Each camp shall be provided with the services of a Chief Physician and, when necessary, an Assistant Chief Physician, either on a full-time or per diem basis, depending upon the number of employees domiciled at the camp. Personnel selected for such duties as the handling and serving of food shall be required to maintain proper standards of personal hygiene and appearance. Such personnel shall be examined periodically for contagious or infectious diseases by the Chief Physician.

— —Watchmen.

Watchmen may be assigned for the purpose of general camp policing, but such watchmen shall not be used in connection with any labor dispute and at no time shall they be armed.

—Safety and Sanitary Provisions.

All operations shall be conducted so as to comply with applicable accident prevention, fire prevention, and health and sanitary regulations. Neat and sanitary conditions shall be insured, particularly in the kitchens, mess halls, and living quarters.

—Camp Discipline.

Rules and regulations shall be established and enforced to provide for efficient and orderly camp operation and also camp discipline during nonworking hours. All such rules and regulations shall be posted or otherwise made available to employees. Project wage employees who fail to observe camp regulations shall be disciplined in accordance with provisions of regulations set forth elsewhere.[7]

—Nonscheduled Time.

When employees assigned to a camp are not at work but their work is scheduled to start at a fixed date in advance, they may be allowed the option of remaining in or being absent from the camp until that date, provided that accommodations are available for this service.

Workers assigned to a project where domicile is provided in the camp operated in conjunction therewith shall not be permitted to establish their own camping facilities outside of the project camp. However, this regulation shall not apply to persons who are established residents of communities near the project and who continue to live in their usual places of domicile outside of the camp.

—Firearms Prohibited.

Firearms shall not be allowed on camp or project premises, except when hunting forms a recreational activity of the employees. The camp management shall require that any firearms permitted shall be placed in the custody of the camp management when not in use for hunting purposes.

—Nonlabor Requirements.

The procurement of nonlabor items, including blanket and emergency purchases required for camp operation, shall be effected in accordance with the provisions of chapter 9 of this volume. When requested, Treasury State Procurement Offices will establish service contracts for providing emergency medical treatment, hospitalization, or burial of work-camp project employees (see pages 2.5.073-2.5.077.

[7] See appendix A, item 5-2.

—Sponsor's Cash Deposits.

When funds for such items as food supplies or medical care are pledged by the project sponsor, the funds shall be placed in deposit in accordance with the provisions of volume 4 of the Manual of Rules and Regulations, page 4.5.007, and the sponsor shall be required to maintain a sufficient balance to cover operations for at least 30 days in advance. Sponsor's cash contributions shall be augmented by amounts necessary to provide services to any employees of the sponsor needed on the project and domiciled in camp.

Camp Services

Camp Services. —Types. The services provided at work camps shall include meals, lodging, limited medical care, and recreational facilities. Emergency medical treatment, hospitilization, or burial in noncompensable cases of illness, injury, or death, when the illness or injury requires treatment for which available camp facilities are not adequate, shall be provided in accordance with the instructions on pages 2.5.073-2.5.077. Educational activities also may be carried on when interest is manifested. Canteens also may be operated as a camp service (see page 2.5.078).

— —Meals. The meals provided shall consist of properly prepared food of good quality in adequate quantities and varieties and served in adequate accommodations.

— —Lodging. Lodging shall include the use of adequate sleeping quarters and facilities for bathing, sanitary purposes, personal laundry, and the storage of personal effects, as well as such services as a change of bed linen at least once a week. Each individual shall be required to keep his bed or bunk and the immediate vicinity thereof in a neat and orderly condition.

— —Medical Care. The provisions for medical care shall include arrangements for the full-time or per diem services of a Chief Physician and arrangements to provide (1) first aid and limited treatment for persons injured on the project or at the camp and (2) measures to maintain the general health level of employees domiciled at the camp. The cost of these services shall not be defrayed through the use of subsistence deductions for emergency medical treatment, hospitilization, or burial.

— —Recreation. Provisions for recreation shall include the use of quarters or areas appropriate to the needs of the domiciled employees and such services and facilities as may be made available through projects of the Division of Community Service Programs conducting related activities. No construction-project funds shall be expended for recreation equipment unless a definite showing is made that such equipment is essential to proper camp operation, that employees cannot provide their own equipment, such as baseball bats, gloves, etc., and that the equipment cannot be obtained (1) from the project sponsor or (2) from recreation or related projects of the Division of Community Service Programs. No construction-project funds should be used to provide personnel to conduct recreational activities, as such personnel should be secured through projects of the Division of Community Service Programs in accordance with the provisions prescribed elsewhere.[8] Similar provisions apply to educational activities.

— —Others. Other services may be provided, such as transportation of workers to and from points near their homes during extended nonwork periods, if warranted by special considerations and if made available to all persons domiciled in the camp.

[8] See appendix A, item 5-7.

Emergency Medical Treatment, Hospitalization, or Burial in Noncompensable Cases of Illness, Injury, or Death

Medical Treatment, Hospitalization, or Burial in Noncompensable Cases.

An employee domiciled in a work camp who becomes ill or sustains an injury outside the performance of duty, which illness or injury requires treatment for which available camp facilities and services are not adequate, shall be furnished necessary emergency medical treatment, including hospitalization if necessary, at the expense of the emergency medical account established for the project. Similarly, when the death of a project employee domiciled in camp did not result from an injury sustained in the performance of duty, burial shall be furnished at the expense of this account. Instructions relating to the inclusion of such costs in subsistence deduction rates are set forth elsewhere.[9]

Instructions relating to (1) the furnishing of emergency medical treatment or hospitalization and (2) providing burial in noncompensable cases are set forth in the following subsections. Instructions relating to the procedure to be followed in cases of injury or death occurring in the performance of duty and chargeable to compensation funds are set forth in volume 4 of the Manual of Rules and Regulations, pages 4.1.049-4.1.088.

—Emergency Medical Treatment or Hospitalization.

Emergency Medical Treatment or Hospitalization in Noncompensable Cases.— An employee domiciled in a work camp who becomes ill or sustains a noncompensable injury shall be furnished emergency medical treatment at the expense of the emergency medical account established for the project to the extent necessary to effect reasonable recovery. These services may include the services of physicians or dentists, hospitalization, surgery, and related items, where necessary, *but shall not include elective treatments or treatment of chronic conditions beyond the point necessary to avoid immediate danger to the individual.*

— —Responsibility.

The supervisory employee in charge of the project and the Chief Physician, or their authorized representatives, shall be responsible for determining the necessity for emergency medical treatment or hospitalization and for authorizing such treatment when necessary and when the camp facilities are not adequate.

— —Procurement Service Contracts.

Treasury State Procurement Officers shall be requested to enter into service contracts with available facilities to provide emergency medical treatment, hospitalization (including ambulance service if necessary), or burial of work-camp project employees. To assist Treasury State Procurement Officers in establishing such contracts, they shall be furnished a list of facilities which are available and convenient to the work camp. Emergency medical treatment for which no service contract has been preestablished may be authorized by the Chief Physician or Assistant Chief Physician. In such cases, however, a statement justifying the emergency shall accompany the copy of the authorization which is submitted to the Treasury State Procurement Officer.

— —Federal Facilities To Be Used.

Federal facilities for such treatment shall be used in every instance where such facilities are available and qualified to render the service required. In locations where Federal medical facilities are not available or when such facilities are inadequate to render the service required, employees requiring emergency medical treatment shall be referred to reputable physicians who are graduates of recognized medical schools with the degree of Doctor of Medicine and who are licensed to practice medicine in the State or, at the request of ill or injured employees, to osteopathic practitioners within the scope of their practice as defined by State law. Corresponding standards shall be used in the choice of dentists.

[9] See appendix A, item 5-6.

— —WPA Form 770.

Authorizations to physicians or hospitals for emergency medical treatment of work-camp project employees in noncompensable cases shall be executed on *Authorization for Emergency Medical Treatment or Hospitalization of WPA Work-Camp Project Employee*, WPA Form 770. WPA Form 770 shall be prepared in an original and six copies which shall be signed by the supervisory employee in charge of the project or his authorized representative and by the Chief Physician or the Assistant Chief Physician and routed as follows:

Original and first copy—to ill or injured employee for delivery to physician or hospital designated.

Second, third, fourth, and fifth copies—to project records office, for distribution as follows:

Second copy—retained by project records office.
Third copy—to Treasury State Procurement Office.
Fourth copy—to Treasury State Accounts Office.
Fifth copy—to State Division of Finance.

Sixth copy—to Chief Physician.

Federal Works Agency
WPA Form 770

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT
OR HOSPITALIZATION OF WPA WORK-CAMP
PROJECT EMPLOYEE

Service contract _____
Transaction code 04 (emergency medical, hospital, burial)
Appropriation symbol _____
Official project No. _____
Administration project No. _____
Allotment (W. P.) No. _____
Location symbol _____
Type of work _____
Agency class _____

Date _____

To: _____ (Name of hospital or physician) _____ (Address)

The bearer, _____ (Full name of employee) Age _____ Sex _____ Color _____

Home address _____

is employed on WPA Project No. _____ (Location)

as _____ He (became ill) (was injured) on _____ (Date)

Nature of illness or injury _____

In accordance with the terms of Service Contract No. ____, dated _____, you are authorized to furnish emergency medical treatment at the expense of the Work Projects Administration to the extent necessary to effect reasonable recovery from the illness or injury, provided that such medical treatment shall not be continued beyond 30 calendar days from the date of this authorization except upon further written authorization by the Work Projects Administration.

Hospital and physicians' charges shall be submitted to the Work Projects Administration monthly, or at the termination of treatment if the case runs less than a month, on *Invoice for Emergency Medical Treatment, Hospitalization, or Burial of WPA Work-Camp Project Employee*, WPA Form 772. A current medical report of the case shall be submitted with each voucher.

_____ (Signature of WPA Superintendent or authorized representative)

_____ (Signature of WPA Chief Physician or Assistant Chief Physician)

(This form to be mimeographed locally)

The reverse side of the first copy shall be used by the attending physician or hospital to describe the examination and treatment of the employee and shall be returned to the Chief Physician at the camp. Upon receipt of the report, the Chief Physician shall transcribe the entries to the reverse side of the fifth copy which shall be forwarded to the State Compensation Officer.

— —Approvals Required.

It shall be noted that WPA Form 770 provides that "such medical treatment shall not be continued beyond 30 calendar days from the date of this authorization except upon further written authorization by the Work Projects Administration." Medical treatment beyond 30 days in such cases shall not be authorized by the supervisory employee in charge of the project or his authorized representative and by the Chief Physician or the Assistant Chief Physician

without the prior approval of the State Administrator or his authorized representative. Medical treatment beyond 90 days shall be subject to the prior approval of the Assistant Commissioner in charge of the Divisions of Research, Finance, and Statistics and the Assistant Commissioner in charge of the Division of Employment. Requests for such approval shall be submitted to the Assistant Commissioner in charge of the Divisions of Research, Finance, and Statistics as soon as it is evident that treatment in excess of 90 days will be necessary. Each such request shall set forth in chronological, narrative form a complete history of the case, including quotations of pertinent statements from the reports of the attending physician or hospital.

— —WPA Form 772.

Charges for services rendered in treating an ill or injured work-camp project employee in such cases shall be submitted by the attending physician or hospital on *Invoice for Emergency Medical Treatment, Hospitalization, or Burial of WPA Work-Camp Project Employee*, **WPA Form 772.** Invoices shall be submitted to the project records office for approval. Approved invoices shall be forwarded to the Treasury State Procurement Office.

— —Termination of Ill or Injured Employees.

Employees who are incapacitated by illness or injury in noncompensable cases shall not have their employment status terminated until they have been absent from duty for 30 calendar days. Such termination of employment status shall not affect the right of an ill or injured employee to continue medical treatment, when authorized, at the expense of the emergency medical account established for the project. The allowable hours which may be accumulated by an incapacitated employee while he is in employment status, including the hours of incapacitation, shall not exceed the maximum of 65.[10]

Federal Works Agency
WPA Form 772

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

INVOICE FOR EMERGENCY MEDICAL TREATMENT, HOSPITALIZATION, OR BURIAL OF WPA WORK-CAMP PROJECT EMPLOYEE

THE UNITED STATES, Dr.,
Federal Works Agency, Work Projects Administration.

Invoice date _____

(State) _____ (Local office) _____ (County) _____

To _____
(Payee)

_____
(Address)

Number and date of contract _____ Name of employee _____

Number and date of authorization _____ Date of service or period of treatment _____

Description of service rendered	Amount

I certify that the above bill is correct and that payment therefor has not been received.

(Sign original only)

Payee _____

Per _____ Title _____

Certificate of Employee

I certify that the above-mentioned services were received by me and that I have not paid any of the charges therefor.

_____
Sign original only

Certificate of Administrative Agency

I certify that the above-mentioned services have been rendered as stated and that the prices charged therefor are just and reasonable and in accordance with the agreement.

_____
Title

(This form to be mimeographed locally)

[10] See appendix A, item 5-8.

—Burial of Deceased Work-Camp Project Employees.

Burial of Deceased Work-Camp Project Employees.—In those cases where the cause of death is not attributable to a compensable injury, burial of deceased work-camp project employees shall be furnished at the expense of the emergency medical account established for the project. Burial expenses shall be restricted to the following costs:

1. Undertakers' services.
2. Casket.
3. Outside box or shipping case when the remains are shipped.
4. Shipping of remains to place of assignment or equivalent distance if desired by the deceased employee's family.
5. Hire of hearse.
6. Interment.
7. Burial space, but only when remains are not claimed.

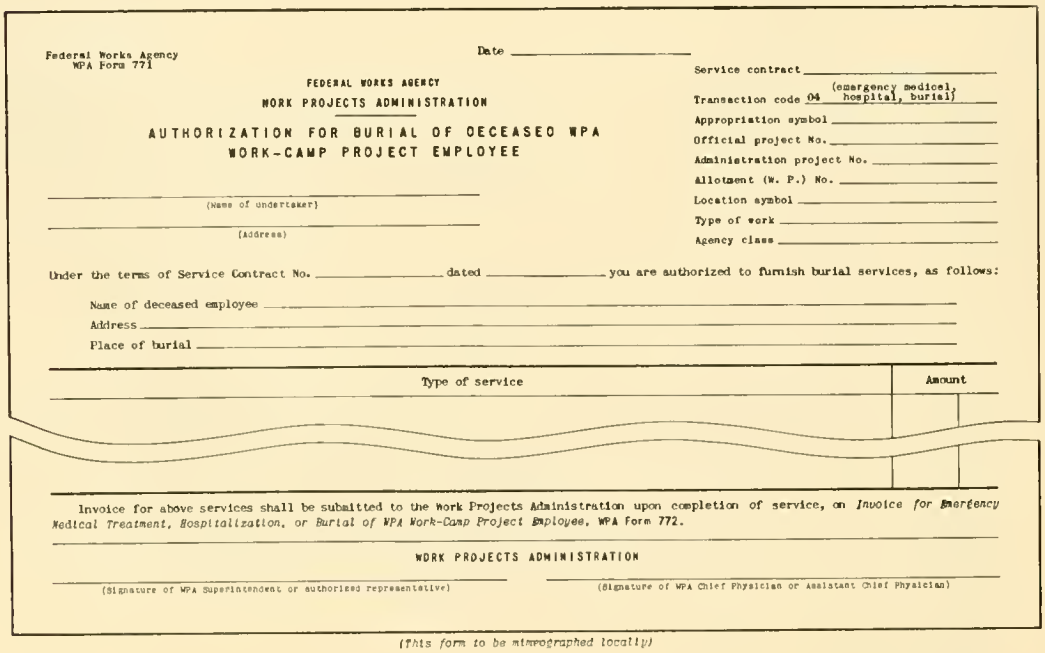
— —Limitations on Costs.

In no case shall the total cost of burial exceed $100 without the specific authorization of the State Work Projects Administrator, and in no case shall more than $200 be expended for burial.

Upon the death of a work-camp project employee, the Chief Physician shall cooperate with the project timekeeper in the preparation and submission of the reports required upon death of a WPA employee as prescribed in volume 4 of the Manual of Rules and Regulations, pages 4.1.082-4.1.084, and shall also cooperate in efforts to secure the consent in writing of the employee's family to an autopsy. Proper notification shall be given to local officials as required by State law.

— —WPA Form 771.

When the cost of burial is chargeable to the emergency medical account, *Authorization for Burial of Deceased WPA Work-Camp Project Employee*, **WPA Form 771**, embracing all the necessary services within the provisions of the service



Federal Works Agency
WPA Form 771

Date _____

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

AUTHORIZATION FOR BURIAL OF DECEASED WPA
WORK-CAMP PROJECT EMPLOYEE

Service contract _____
Transaction code 04 (emergency medical, hospital, burial)
Appropriation symbol _____
Official project No. _____
Administration project No. _____
Allotment (W. P.) No. _____
Location symbol _____
Type of work _____
Agency class _____

_____ (Name of undertaker)
_____ (Address)

Under the terms of Service Contract No. _____ dated _____ you are authorized to furnish burial services, as follows:

Name of deceased employee _____
Address _____
Place of burial _____

Type of service	Amount

Invoice for above services shall be submitted to the Work Projects Administration upon completion of service, on *Invoice for Emergency Medical Treatment, Hospitalization, or Burial of WPA Work-Camp Project Employee*, WPA Form 772.

WORK PROJECTS ADMINISTRATION

_____ (Signature of WPA Superintendent or authorized representative)

_____ (Signature of WPA Chief Physician or Assistant Chief Physician)

(This form to be mimeographed locally)

contract, shall be issued to the undertaker. WPA Form 771 shall be issued in an original and five copies for distribution as follows:

Original—to undertaker.

First, second, third, and fourth copies—to project records office, to be routed as follows:

First copy—to be retained by project records office.
Second copy—to Treasury State Procurement Office.
Third copy—to Treasury State Accounts Office.
Fourth copy—to State Division of Finance.

Fifth copy—to Chief Physician.

When the deceased employee's family requests that the remains be shipped to the place of assignment or some place of no greater distance for interment, the agreement entered into with the local undertaker shall include provisions for such shipment and interment at the place of burial.

Operation of Canteens

Operation of Canteens. —General Policy.

Canteens offering such items as tobacco, candy, beverages, shaving equipment, and a limited assortment of clothing may be operated at work camps, either as a part of project operations or as an activity of a voluntary association of the assigned employees domiciled at the camp. The State Work Projects Administrator shall determine in each case where a canteen is to be operated and which of the two methods shall be employed. In either case, rules and regulations shall be established to govern such matters as the types of articles to be offered for sale at the canteen, the maximum permissible sales prices, and the hours during which sales may be made. Sufficient control shall be maintained over canteen operations to assure compliance with such rules and regulations.

General requirements applicable to the two methods of canteen operation are as follows:

—Canteens Operated as Part of Project.

Canteens Operated as Part of Project.—When canteens are operated as part of project operations, transactions shall be made by the use of coupons or tokens. Appropriate pay roll deductions shall be made for coupons or tokens issued to employees. Instructions relating to the financial operations and accounts of canteens, including the handling of cash received through sales to other than domiciled employees are prescribed elsewhere.[11]

—Canteens Operated by Employees.

Canteens Operated by Employees.—When the canteen is to be operated by a voluntary association of the employees domiciled at the camp, the canteen operations shall be under the direction of an elected committee which shall be authorized to appoint a canteen manager and to employ canteen personnel subject to the approval of the camp management. The canteen manager and other canteen personnel, and any other persons having access to canteen stock or handling cash accumulated through the canteen, shall be bonded. All cash taken in by the canteen shall be deposited in a designated bank at regular intervals as prescribed by the camp management.

— —No Federal Financial Responsibility.

No responsibilities may be assumed by the Work Projects Administration in connection with the financial operations and obligations of a canteen conducted by a voluntary association of employees. However, the canteen books shall be maintained in a manner prescribed by the State Director of Finance and shall be periodically audited by the State Director of Finance or his authorized representative. The canteen auditor's statement shall be posted in a conspicuous place at the canteen. Any net profits shown in the auditor's statement as available for distribution may be distributed to members of the employees' association or may be used by the canteen committee in accordance with the desires of the majority of the members of the association.

The accounting procedure involved in the establishment and operation of a work camp is prescribed elsewhere.[11]

[11] See appendix A, item 5-9.

PART IX. TEMPORARY SUSPENSION AND THE TERMINATION OF PROJECT OPERATIONS

Suspension and Termination of Project Operations.

Policy and procedure to be followed in the suspending, superseding, transferring, discontinuing, and closing of project operations are contained in the following pages.

Suspension of Work on Projects

Suspension of Work on Projects.

—Justification.

The planning and scheduling of project operations should be so carried out that temporary suspensions of work are kept to a minimum. Such factors as weather conditions, lack of adequate plans, or suitable labor, materials, or equipment may justify such suspensions.

—Duties of Supervisory Employee in Charge of the Project.

When it is necessary to suspend work on a project, the supervisory employee in charge of the project shall take the following steps and any others that may be necessary:

1. When an unforeseen condition necessitates immediate suspension of operations, the project workers shall be notified of the suspension as promptly as possible in order that such workers will not make unnecessary trips to the project. If the suspension is to be of extended duration, appropriate arrangements shall be made for the transfer, reassignment, and/or release of the workers in accordance with the procedure prescribed elsewhere.[12]
2. Vendors of rented equipment being used on the project shall be notified promptly.
3. Prompt notification of the suspension shall be transmitted to the sponsor and to the appropriate WPA Supply Section.
4. The project site shall be left in as safe and workmanlike condition as is practicable under the circumstances. Care shall be exercised that all possible hazards to the public are eliminated or guarded.
5. When it is anticipated, or as soon as it is determined, that the suspension will be of relatively long duration, a physical inventory of all property in the custody of the project shall be taken and provision shall be made for the proper care and disposition of such property.
6. Unless he has had advance notice, the area, district, or State supervisor, as previously designated, shall be promptly notified of the suspension.

   When operations are suspended for more than 3 regular working days, copies of the notice of suspension shall be forwarded to the appropriate operating division at the State and district offices. If the suspension will or is expected to exceed 1 week in duration, the State operating division will notify the State Director of Finance.

—Definition of "Suspended" Project.

Until work is resumed or it is determined definitely that work will not be resumed, the project or unit in question will be considered officially as "suspended" in contradistinction to "discontinued" as defined on page 2.5.082.

[12] See appendix A, item 5-4.

Superseding and Continuation Projects

Superseding and Continuation Projects.

Prescribed or permissive procedures for field or supervisory employees in charge of projects in connection with the transfer of operations to a superseding or continuation project are set forth herein.

—Superseding Projects.

A superseding project is one approved either (1) to permit replacement of one or more approved projects which because of changed conditions must be altered materially in operation or authorization, or (2) to effect the consolidation under one project of two or more approved projects for the same general types of work in the same area and under the same sponsorship. So far as the steps to be taken by supervisory personnel are concerned, official projects, work projects, or project units are handled similarly.

Operations shall be initiated under a superseding project which is to take the place of one or more operating projects as soon as possible after the approval of the superseding project, and encumbrances will not be made against the superseded projects after operations have been started on the superseding project.

—Continuation Projects.

A continuation project is one authorizing the expenditure of additional funds for the continuation of a project approved under a previous act.

In connection with continuation projects when operations under an official project are carried on under a number of units, it may be necessary to continue to operate some of these units for varying periods of time after the initiation of work under the continuation project, in order to simplify and spread out the work incidental to making the transfer between the projects involved.

—Closing Old Projects.

Except for those items listed on pages 2.5.083-2.5.084 which obviously do not apply and similar matters relating to the initiation of project operations, the supervisory employee in charge of the project shall carry out the normal procedure for such action except as modified below.

— — Notification.

1. The closing projects or units will be reported as "discontinued" or "completed," as the case may be, and as "continued" or "superseded" by the new project, while the new project shall be reported as carrying on the work of the old projects.

— — Transfer of Employees.

2. When it is desired to retain the same persons in employment on a superseding or continuation project without change in their assigned occupation, location, or earnings, and there is a period of not more than 5 days between the closing of the old and the opening of the new official project, employees shall be assigned to the new project by the use of *Project Personnel Request*, **WPA Form 401**. Detailed instructions for its preparation and routing are prescribed on page 3.4.027 of the Manual.

— — Inventory of Property.

3. A physical inventory of all property in the custody of a project to be superseded or continued under a new project shall be taken at the close of operations of the superseded project and recorded on *Report of Inventory*, **WPA Form 720**, and *Project Report and Record of Expendable Property*, **WPA Form 721**. These forms shall include in the heading appropriate notation as to the purpose of the inventory and shall contain the Official Project and Work Project numbers of both the superseded and superseding project. It shall not be necessary to otherwise document the transfer of the property from the superseded to the superseding project. For accounting transactions in such instances see page 4.3.024.

Report of Survey, **WPA Form 715**, shall be processed for all missing, damaged, or unserviceable property disclosed by the physical inventory.

Projects Transferred to Another Agency

Transfer of Projects to Another Agency.

When work on a project under the direction of the Work Projects Administration is taken over for completion by another Federal agency (e.g., a local flood-control project initiated and carried on by a State Work Projects Administration which, before completion, is taken over by the U. S. Army Engineers to be completed from funds appropriated directly or transferred to them), the original project is considered as "transferred" to the succeeding agency.

—Closing of WPA Projects.

The area supervisors and the supervisory employee in charge of the project shall, when a project is to be transferred to another agency, take such steps for discontinuing and closing a project, described on pages 2.5.083-2.5.084, as are applicable, modifying them when necessary to fit the special conditions involved. Among these may be the disposition of such items as materials purchased or produced by the Work Projects Administration. If any of such property is desired by the agency to which the project is transferred, authorization must be secured from the Commissioner of Work Projects before transfer of the property is made. To initiate action upon this matter, full and detailed inventory of the property wanted, showing quantities, grades, condition, cost, and present value, shall be made. This, in the number of copies specified by the State Work Projects Administration, will be forwarded, together with a statement of the action desired, to the designated district or State office, which will take requisite further action.

Discontinuance of Projects

Discontinuance of Projects. —Definition.

A discontinued project is one on which work by the Work Projects Administration has been stopped without the expectation of resumption by that Administration and which has not reached full physical completion in accordance with the terms under which funds were made available to the project by the State Work Projects Administration.

—Justification.

Permanent abandonment by the Work Projects Administration of work on a project before its physical completion may be justified under certain circumstances, such as (1) lack of sponsor's cooperation, (2) the desire of the sponsor, (3) the substitution of other projects of greater social and economic value, (4) unsatisfactory progress on the project, (5) permanent loss of labor due to transfer to private industry, (6) impracticability of the work undertaken, (7) lack of sufficient labor of necessary skills and occupations, and (8) unsafe conditions.

—Closing of Projects.

When a project is to be discontinued, the supervisory employee in charge of the project shall follow as closely as applicable the procedure for closing a project which is outlined on pages 2.5.083-2.5.084. When it is determined to discontinue a project currently in a suspended status, the steps taken upon suspension of the project (see page 2.5.079) need not be duplicated in providing for the permanent abandonment of the work.

Procedure for Closing a Project

Closing a Project. —Arrangements With Sponsors.

When a project or unit nears completion or is to be permanently discontinued, the supervisory employee in charge of the project shall notify the sponsor's representative sufficiently in advance to enable the latter, in conjunction with representatives of the Work Projects Administration (usually the supervisory employee and his immediate superior), to consider arrangements for closing the project before operations are concluded. These arrangements may include the following items which, however, are not all-inclusive:

1. In the case of construction projects and of other types when applicable, a joint inspection by representatives of the sponsor and the Work Projects Administration shall be made for the purpose of determining whether the work completed is in accordance with approved plans, specifications, and other understandings. Favorable consideration shall be given to requests by the sponsor's representative for minor changes or for additional work if such changes or additional work may be effected within the limitations of the approved project as to scope and funds available.
2. In all cases when applicable, the supervisory employee in charge of the project or a higher supervisory employee shall endeavor to secure a written acceptance of the work from the sponsor which shall be transmitted to the designated WPA office. If the sponsor refuses to furnish such written acceptance, the area supervisor or the supervisory employee in charge of the project shall prepare and submit to the designated office a written explanation of the circumstances of the refusal.

   In cases when the representatives of the sponsor and of the Work Projects Administration cannot agree with respect to acceptance of the work completed, or to changes or additional work, the matter shall be referred by the senior WPA supervisory employee to the appropriate WPA administrative office for further action.
3. Plans for dedication exercises.
4. Plans for publication of material.
5. The settlement of details regarding the disposition of sponsors' funds and property if and when no longer needed.
6. The settlement of details regarding space, heat, and other facilities provided by the sponsor which will no longer be needed.

Other steps to be taken upon the completion or permanent discontinuance of a project are as follows:

1. All temporary construction buildings, WPA signs, and posters shall be removed from the project sites. All sites of operation shall be cleaned up and left in a safe and workmanlike condition. —Cleaning Up Project Site.
2. A final physical inventory of all property in the custody of the project shall be taken and provision made for the removal of such property. Surplus property contributed by the sponsor shall be returned to the sponsor unless other disposition has been agreed upon. A receipt for all property returned to the sponsor shall be secured on *Receipt for Property or Services*, **WPA Form 741**. *Request for Property or Services*, **WPA Form 358**, shall be prepared for all other property to provide for its transfer to the warehouse or to other operating projects. This form shall also be used for notifying the warehouse regarding contracts for services or property which should be discontinued or canceled. *Report of Survey*, **WPA Form 715**, shall be prepared for all lost, damaged, or unserviceable property. —Final Project Inventory.

—Termination of Personnel.

3. All project personnel shall be reported to the Division of Employment on *Request for Termination of Employees*, **WPA Form 419.** A copy of WPA Form 419 shall be forwarded to the Division of Finance with the notation "All project personnel terminated."

—Notice of Project Completion.

4. The area, district, or State supervisor concerned shall prepare a notice of the completion or discontinuance of the project, with sufficient copies to enable distribution as prescribed by State regulations. The original of the notice should be submitted to the operating division, one copy should be retained by the supervisor, and copies should be transmitted to the Divisions of Finance and Employment and to the State Safety Consultant.

—Final Progress and Cost Report.

5. Final project progress and cost reports should be prepared, including, in the case of projects of the Division of Community Service Programs, a narrative report outlining special methods of operation, difficulties encountered and the methods used in overcoming these difficulties, unit costs, etc., to be made a part of the permanent project records.

—Final WPA Form 375.

6. In the case of projects of the Division of Operations, *Report of Accomplishment*, **WPA Form 375**, marked "Final Report" shall be prepared.

—Disposition of Records.

7. All records which have been maintained on the project and all other files shall be securely packaged and forwarded to the office designated by State regulations or disposed of in accordance with such regulations.

Chapter 8

PROJECT PERSONNEL

PART I. RESPONSIBILITIES FOR PROJECT PERSONNEL

This chapter prescribes regulations and procedures governing the functions and responsibilities of the operating divisions for the acquisition, employment, and termination of employment of project personnel.

Occupational Classification Functions

—Responsibility of Division of Employment.

The primary responsibility for classifying certified persons for project wage jobs for which they are best fitted by occupational training, experience, and ability rests with the Division of Employment. The Division of Employment also is responsible for classifying noncertified persons who may be considered for project wage jobs.

—Responsibility of Operating Divisions.

The responsibility for determining whether certified and noncertified persons are qualified for supervisory positions for which they may be considered rests with the operating divisions and with the Division of Finance and Control with respect to persons who will perform timekeeping functions. In the selection of supervisory personnel the operating divisions and the Division of Finance and Control shall take the necessary cooperative action to insure selections that will provide the most efficient operation of projects.

—Responsibility of Division of Finance and Control.

The Division of Finance and Control is responsible for timekeeping functions and for the payment of project employees at the rate of pay applicable to the classification assigned by the Division of Employment, and for reporting to the operating divisions and to the Division of Employment instances where it appears that employees are performing duties appropriate to a different wage class.

Assistance to Division of Employment in Classification of Project Wage Personnel

Classification by Division of Employment.

Persons referred to the Work Projects Administration by public welfare agencies for certification for WPA employment and noncertified persons referred upon request by the United States Employment Service are classified by the Division of Employment at the time of referral as to their occupational capabilities for employment in project wage jobs. In determining such occupational capabilities, the Division of Employment considers information obtained from the welfare agency, the United States Employment Service, and such other sources as may be available, including former employers where practicable. Wherever possible, the Division of Employment conducts personal interviews with persons so referred before determining the type of work which each person is best fitted to perform on the WPA program. Each operating division shall designate a qualified member of the divisional organization to assist the Division of Employment, upon request, in classifying persons for project wage jobs.

—Designation of Representative of Operating Division.

—Additions to and Changes in Record of Occupational Capabilities.

Additions to and changes in the record of occupational capabilities of a person as originally determined by the Division of Employment will depend primarily upon information furnished by the operating divisions. Necessity for changes in Division of Employment records may result from insufficient information at the time of original classification, additional skills acquired through training and experience on projects, and illness or injury of such nature as to render the persons incapable of doing certain types of work for which he was formerly qualified. Evidence upon which to base recommendations of changes may be obtained by interviews upon assignment, tests and performance records, and other knowledge of the person's capabilities having a bearing in the completion of his record of occupational classification, which may come to the notice of the project supervisors and which normally would not come to the attention of the Division of Employment.

Classification of Persons Available for Supervisory Positions

Determination of Availability for Assignment.

The determination as to whether persons classified by the Division of Employment for supervisory positions are qualified to fill such positions shall be the responsibility of the operating divisions, with the exception that similar determination with respect to persons considered for timekeeping positions is the responsibility of the Division of Finance and Control. No person will be classified by the Division of Employment as available for assignment to a supervisory position until such classification has been approved the operating division concerned and/or the Division of Finance and Control.

—Referral of Information Gathered by Division of Employment.

When the information gathered by the Division of Employment as to a person's previous training, experience, and qualifications indicates that such person may be capable of filling a supervisory position, the Division of Employment shall have the person prepare an application for employment and refer the application to the appropriate operating division for review. Upon receipt of referral from the Division of Employment, the operating division shall review the application for employment, and if the information is adequate and warrants an interview, the operating division shall interview the person and advise the Division of Employment as to the type(s) of supervisory work for which the person may be qualified.

—Interview of Person.

—Applications Received by Operating Division.

When an operating division receives an application from a person seeking employment in a supervisory position, or obtains knowledge of a person's qualifications for a supervisory position, the operating division shall interview the person and determine the type(s) of supervisory work for which the person appears to be qualified and shall transmit such information to the Division of Employment. Such person should be requested to file an application for employment with the Division of Employment.

Review of Labor Requirements of Project Prior to Release for Operation

Labor Requirements of Project.

When a project or unit of a project has been selected for operation, the operating division shall prepare a proposed labor schedule setting forth the estimated labor requirements by occupational classification for as many months as can reasonably be planned.

—Review To Determine Availability of Labor.

Such labor schedule shall be reviewed jointly by the operating division and the Division of Employment to determine the availability of labor that will be required for efficient project operation.

Where the review discloses that labor required for the project is available, the operating division shall proceed with the preparation of requisitions for project personnel. Where the labor required for proper operation of the project cannot be obtained from the awaiting-assignment files or by reassignments from other projects, requisitions for project personnel should not be submitted to the Division of Employment, and the operation of the project or unit shall be delayed until adequate labor is available.

PART II. ACQUISITION OF PROJECT PERSONNEL

Acquisition of Project Personnel.

Instructions in this part shall govern the operating divisions and the Division of Finance and Control in obtaining project personnel required for project operation. Instructions are provided relative to (1) the use, preparation, and submission *Project Personnel Request*, WPA Form 401; (2) the transfer of employees between projects or project units; (3) the retention of employees on superseding projects; and (4) regulations governing the employment of certified persons and project wage employees.

A person shall not be employed on a project and paid from project funds who has not been assigned in accordance with instructions set forth herein.

Requisitions for Project Personnel

Requisitions for Project Personnel.

The requisitioning of personnel for assignment to projects is the responsibility of the operating divisions, and of the Division of Finance and Control for personnel to perform timekeeping duties. Each requisition for project personnel shall be based upon the amount and classification of labor necessary for the performance of work to be undertaken at the time the personnel is to report. The responsibility of the operating divisions for the proper classification of jobs to be performed on projects necessitates continuing analysis of labor requirements. Arrangements for the assignment of a project supervisor shall be the first responsibility of the operating division, followed immediately thereafter by the designation of a timekeeper by the Division of Finance and Control.

—Persons Authorized To Submit Requisitions.

Persons authorized to submit requisitions to the Division of Employment shall be designated by the operating divisions and the Division of Finance and Control. Each operating division shall advise the Division of Employment of such persons and any limitations which may be established upon their authority to requisition personnel.

—Use of WPA Form 401.

Requisitions for project personnel shall be prepared on *Project Personnel Request*, WPA Form 401. Instructions relating to the preparation of requisitions on WPA Form 401 for project personnel are set forth on pages 2.8.006-2.8.008.

Preparation of PROJECT PERSONNEL REQUEST, WPA Form 401, Revised, for Project Wage Jobs

Preparation of WPA Form 401—Project Wage Jobs.

Instructions relating to the required entries on the face side of *Project Personnel Request*, WPA Form 401, Revised, when the form is used for requisitioning personnel for project wage jobs, are set forth below:

—Heading.

To.— Enter the address of the Division of Employment office to which the requisition is to be submitted.

From.—Enter the name and address of the operating division or Federal agency having jurisdiction over the project.

Requisition No.—Enter the serial number of the requisition. Each State Administration shall prescribe a system for numbering requisitions.

Date.—Enter the date on which the request is submitted.

Official Project No.—Self-explanatory.

Work Project No.—Self-explanatory.

Unit.—Enter the unit number where the work project is operated under separate units.

Zone.—Enter the employment zone number if the State is divided into zones for the purpose of establishing geographical limitations on assignments.

Project Description.—Enter a brief description of the project, as shown on WPA Form 701 or 764, for which personnel is requested.

Place To Report.—Enter the address or geographic location to which the personnel is to report. Where transportation is to be furnished, designate the street address or exact location where personnel should report.

Transportation Arrangements.—Enter a description of the arrangements for transportation of employees to the project location. Where transportation is not to be furnished enter "None."

Report to.—Enter name and title of supervisor to whom the personnel shall report at the project site.

Mail Project Copies of WPA Form 402 to.—Enter the name of supervisor or foreman to whom the Division of Employment shall send project copies of WPA Form 402.

Valid Until.—The requisitioning officer shall designate the latest effective date which the Division of Employment may place on assignment documents issued under the requisition. This entry shall not be confused with the entries for the column in the body of the form headed "Date to report."

Remarks.—Enter in this space any pertinent information not included in the above entries. Information such as the approximate length of time the project will operate and notices of personnel being released from other projects in the same locality may be noted in this space.

— —Columnar Entries.

Number of Persons.—Enter the number of persons required in each occupational classification.

Sex.—Self-explanatory.

Wage Class.—Enter the proper wage class for each occupational classification being requisitioned; i.e., "UA," "UB," "I," "S" or "PT".

Date To Report.—Enter in this column the calendar date on which the persons assigned in each occupational classification are requested to report on the project.

Occupational Qualifications Desired.—Enter a description of the work to be performed by persons assigned in each occupational classification. This entry will be used by the Division of Employment in selecting persons to fill the requisition.

In selecting persons for assignment the Division of Employment, as far as is practicable and consistent with prompt employment, endeavers to refer persons to jobs for which they are best fitted by occupational training, experience, and ability. The operating division shall outline any special requirements or conditions of the project for the guidance of the Division of Employment.

Where the special requirements of work to be performed are such that the determination of qualifications necessitates personal interviews of candidates by the operating division, the requisitioning officer shall include a request for the referral of candidates for interview prior to assignment, specifying the time and place of such interview.

Occupational Title.—Enter the occupational titles of the persons to be assigned. The occupational titles listed herein shall conform to the schedule of project wage job specifications as authorized for application in the State by the State Administrator.

Where the operation of a project requires part-time work at a particular occupation and when, because of the nature of that work, it is not possible to provide full-time employment at that occupation, the requisitioning officer shall request the Division of Employment to issue a dual assignment; i.e., a person capable of performing the required occupation and a designated alternate occupation. Every effort should be made to use an alternate occupation

Federal Works Agency
WPA Form 401
Revised 12-20-41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

PROJECT PERSONNEL REQUEST
(Use this side for requisitioning personnel)

To: _____ Request No. _____
(Employment office and address)

From: _____ Date _____, 19__
(Operating division and address)

Please supply personnel as indicated below for Official Project No. _____

Work Project No. _____ Unit No. _____ Zone _____

Project description _____

Place to report (in detail) _____

Transportation arrangements: _____

Report to _____
(Name and title)

Mail project copies of WPA Form 402 to _____
(Name and address)

Valid until _____, 19__

Remarks: _____

Number of persons	Sex M or F	Wage class	Date to report	Describe in detail below the work to be performed and the occupational qualifications desired:
				Occupational title:
				Occupational title:
				Occupational title:
				Occupational title:
				Occupational title:

Approved by _____ Requisitioned by _____

For Division of Emp'e

Request ied, Date _____

Remarks _____

By _____

(Front) See page 2.8.00½ for back. (This form printed in Washington)

in the same wage class as the occupation for which the person is primarily requisitioned. Dual assignments shall be determined to be necessary only as a part of the regular planning of the work and shall not be used to meet contingencies such as weather conditions, delays in receiving materials, etc., or to rotate employment in a higher wage classification.

Approved by.—The operating division official designated for approving personnel requisitions shall sign in this space.

Requisitioned by.—The operating division official authorized to initiate requisitions for project personnel shall sign in this space.

The blank spaces at the bottom of the form will be filled in by the Division of Employment.

Acquisition of Project Supervisory Personnel

Selection of Project Supervisory Personnel.

The selection of personnel for supervisory positions on projects is the responsibility of the operating divisions, with the exception that selection of personnel to be charged with timekeeping functions shall be the responsibility of the Division of Finance and Control. The considerations governing the selection of supervisory personnel shall be occupational fitness, training, experience, and ability. Where the relative qualifications of the persons available are the same, preference shall be given to certified persons.

—Preparation of WPA Form 401— Project Supervisory Personnel.

After the selection of personnel, requisitions for supervisory personnel shall be prepared by the operating division, or by the Division of Finance and Control for timekeeping personnel, and submitted to the Division of Employment on *Project Personnel Request*, WPA Form 401, in the same manner as prescribed for project wage personnel, except as modified by the provisions herein. The occupational titles entered on the requisition shall be in accordance with the *Schedule of Titles and Salaries for Project Supervisory Employees*, WPA Form 420, as authorized for use in the State by the State Work Projects Administrator.

Occupational Title.

—Travel Identification.

Where a project supervisory employee will be required to travel on project business within his official station and to furnish his own conveyance for such travel, the requisitioning official shall designate the appropriate travel identification which shall be applicable in accordance with the schedule authorized by the State Administrator (see pages 1.6.016-1.6.0161 or 3.3.018 of the Manual). If the need for such travel is subsequently eliminated, or when it is found at the time of the regular quarterly review of the employee's reports on *Statement of Travel Within Limits of Official Station*, WPA Form 211, that an adjustment of the travel identification should be made, a request for the reassignment of the employee without the travel identification or at a new travel identification shall be forwarded to the Division of Employment on WPA Form 401.

—File of Persons Available for Supervisory Positions.

The Division of Employment maintains a file of applications of persons available for supervisory positions for use by the operating divisions in selecting supervisory personnel, and will refer to the appropriate operating division for interview and determination persons who appear to be qualified for supervisory positions.

—Request to Division of Employment for Referral of Candidates.

In the event that an operating division does not have qualified supervisory personnel available from which to make a selection, it may request the Division of Employment to refer candidates having the required qualifications to the requisitioning officer for interview. In order that the Division of Employment may select candidates for referral, it is essential that the requisition set forth in adequate detail the qualifications required for supervising the work to be performed. After a qualified person has been selected by the operating division, the requisition for supervisory personnel shall be prepared and submitted as set forth above.

Assignment of Project Supervisory Personnel to More Than One Project

Assignment of Project Supervisory Employees to More Than One Project.

Project supervisory employees may be assigned to perform supervisory functions on more than one project where the types of work involved and the locations of the projects are such as to permit efficient supervision and economical operation.

—Preparation of WPA Form 401.

Where the operating division determines that conditions are appropriate for the employment of project supervisory employees on more than one project, WPA Form 401 shall be prepared to indicate clearly to the Division of Employment that such assignment is to be made. In addition to the title, class, and grade designation, the travel identification, if any, the official station, the key project number, and the numbers and locations of the other projects to be supervised shall be shown. Additional pages may be used if necessary to show complete lists of projects to be supervised.

—Selection of Title.

The title shall be selected in accordance with the schedule of titles and salaries for project supervisory employees and should usually be that of the project among those to be supervised which has the highest designation.

—Key Project.

The key project shall be a project to which the supervisory employee is assigned, and on which his employment shall be counted in controlling the authorized ratio of noncertified and project supervisory employees to the total number of persons employed on the project. In the preparation of *Notice To Report to Work on Project*, WPA Form 402, for such persons by the Division of Employment, the term "key project" will be inserted immediately below the project number. A change in the projects supervised other than the key project may be made without the necessity of submitting a new WPA Form 401. However, the Division of Employment shall be notified as to any change in the list of projects being supervised. A change in the key project number or the person's employment status will require the submission of WPA Form 401 to the Division of Employment.

Submission of PROJECT PERSONNEL REQUEST, WPA Form 401

Submission of WPA Form 401.

Project Personnel Request, WPA Form 401, shall be prepared in duplicate. The original shall be submitted to the Division of Employment sufficiently in advance of the date(s) on which the persons referred are to report to allow the Division of Employment adequate time for processing the requisition and notifying the persons selected for assignment. The copy shall be retained in the project files.

—Availability of Personnel for Assignment.

When there are not sufficient persons available for assignment by the Division of Employment to fill the requisition, the Division of Employment will advise the requisitioning officer of the circumstances. It shall then be the responsibility of the operating division to determine whether it is essential to the operation of the project for the Division of Employment to proceed to secure the referral of noncertified persons. When the assignment of noncertified persons is necessary and may be effected within the limitations governing the employment of noncertified persons, the requisitioning officer shall so notify the Division of Employment.

—Notification to Division of Employment.

At the time *Project Personnel Request*, WPA Form 401, is submitted to the Division of Employment, the operating division shall notify the Division of Employment of employees who are or will be released from other projects by the effective date shown on the requisition. This notification shall be effected by submitting a WPA Form 401 requesting release of personnel for the project from which such employees are to be released. Detailed instructions concerning the use of WPA Form 401 for requesting release of personnel are set forth on pages 2.8.033-2.8.035.

Transfer of Employees Between Projects or Project Units

Transfer of Employees Between Projects or Project Units.

The transfer of employees between projects or between units of a project may be effected (1) by the Division of Employment, with or without a change in the employee's assigned occupation; (2) by a project employment officer, without a change in the employee's assigned occupation; or (3) between units by project supervisory personnel, without a change in the employee's assigned occupation, where the scope of this method has been agreed upon by the Division of Employment and the operating division concerned. Where the Division of Employment determines that the transfer of employees should be effected, arrangements shall be made with the operating division concerned regarding the release of such employees from the project or unit to which they are currently assigned.

—Definition of "Project Unit."

The term "project unit" as used herein is defined, for assignment purposes only, as designating the initial breakdown of a work project, and is generally confined to a reasonably independent part of a project operating at or within a designated location for the accomplishment of specific integrated work.

—Transfer by Project Employment Officer.

The transfer of employees between units of the same project or between projects may be effected by a project employment officer, provided (1) the transfer is to, from, or between units or projects serviced by the project employment officer; (2) the transfer does not necessitate a change in the employee's assigned occupation; and (3) such transfer is necessary to meet operating contingencies of the following types:

1. Unanticipated changes in work schedules necessitated by weather conditions.
2. Advance or delayed delivery of materials or equipment.
3. Absence without notice of project wage employees.
4. Other similar emergency conditions.

— —Prohibitions.

The above provisions shall not be interpreted as authorizing the project employment officer to (1) remove employees from a project or unit because their services are no longer required, (2) start another project or unit, or (3) move employees between projects or units where there is sufficient time to obtain the necessary employees through the Division of Employment in the manner prescribed on page 2.8.011.

— —Preparation of WPA Form 401.

Where a transfer is to be effected by a project employment officer, the face side of WPA Form 401 shall be filled in as a request for personnel on the project or unit to which the employees are to be transferred in accordance with instructions set forth on pages 2.8.006-2.8.008 and the reverse side shall be filled in as a request for release of personnel for the project or unit from which the employees are to be transferred in accordance with instructions set forth on pages 2.8.033-2.8.035. The names, addresses, identification numbers, occupations, and wage classes of the employees to be transferred shall be entered in the proper column. The column headed "Reason for release" shall be changed to read "Certification status" and this information entered for each employee listed on the form.

— —Selection of Employees To Be Transferred.

The project supervisor shall cooperate with the project employment officer in the selection of employees to be transferred. Care should be taken to observe the pertinent assignment regulations in selecting employees to be transferred, particularly the regulation requiring that persons be employed within reasonable proximity of their homes and the regulation governing the employment of certified persons and project wage employees. WPA Form 401 shall be signed by the project employment officer as requisitioning officer and approved by the representatives of the operating division concerned.

——Submission of WPA Form 401.

The original of the requisition shall be marked "Request for Transfer" and shall be retained by the project employment officer. Copies shall be sent to the project supervisor in charge of the project or unit from which the employees are being transferred and to the project supervisor in charge of the project or unit to which the employees are transferred.

——Preparation of WPA Form 402.

The project employment officer will then prepare *Notice To Report to Work on Project*, WPA Form 402, for each employee transferred. WPA Forms 402 shall be signed and routed in accordance with instructions set forth on page 2.8.018.

—Transfer by Project Supervisor.

Where it has been determined by the Division of Employment and the operating division concerned that transfers are to be made between project units by project supervisory personnel, the procedure outlined above shall be followed except that the original of WPA Form 401 shall be submitted to the Division of Employment for the preparation of WPA Forms 402.

—Determination of Manner To Be Used in Effecting Transfer.

Determination shall be made by agreement between the Division of Employment and the operating divisions concerned, prescribing the specific manner in which future transfers of employees between units shall be accomplished. The arrangement shall take into consideration the needs of the project for transfer facilities and designate the most liberal method consistent with the interests of project employees and efficient operation of the project.

Retention of Employees on Superseding Projects

Retention of Employees on Superseding Projects.

Where it is deemed desirable to retain the same employees on a superseding project without change in assigned occupation or location, and when there is not more than a five calendar-day interval between the closing of the old official project and the commencement of the new official project, the employees may be transferred to the new official project by use of *Project Personnel Request*, WPA Form 401.

—Preparation and Submission of WPA Form 401.

WPA Form 401 shall be prepared by the designated representative of the operating division concerned in an original and three copies. When required by the Division of Employment the name, address, identification number, occupation, wage class, and certification status of each employee released from the old project and assigned to the new project shall be listed on the form as described on page 2.8.033. Where it is not necessary that the above information appear on the request, the notation "All employees currently assigned to project No._____" shall be inserted on the face side and "All employees assigned to project" on the reverse side of the form. The original shall be submitted immediately to the Field Finance Office, the first copy to the Division of Employment, the second copy to the supervisor in charge of the project, and the third copy shall be retained by the initiating officer.

Regulations Governing the Employment of Certified Persons and Project Wage Employees

Employment of Certified and Project Wage Employees.

At least 95 percent of the employees on an official project shall be persons certified as in need, and at least 95 percent of the employees shall be paid in accordance with the established schedule of monthly earnings, unless specific exemption is granted.

—95 Percent Ratio.

—Exemptions.

Where exemption from this regulation is necessary in order to assure the proper operation of projects, such exemption may be authorized by the State Work Projects Administrator, or for the Commissioner of Work Projects by the Assistant Commissioner in charge of the Division of Employment as follows:

— —State Administrator.

1. The State Administrator may exempt projects from the requirements governing employment of certified persons provided the number of noncertified persons allowed by such exemption shall not exceed 10 percent of the persons employed on the project and that at lease 95 percent of all persons employed on all projects and in the Supply Section in the State, including Federal agency projects and Nation-wide projects, shall be persons certified as in need, except where specific projects are exempted by the Commissioner.

— — —Certified Persons.

— — —Project Wage Employees.

2. The State Administrator may waive the requirements to permit the assignment of one project supervisory employee on a project employing fewer than 20 persons whenever necessary to assure efficient project operation, provided that at least 95 percent of all persons employed on projects operating in the State, including the Supply Section and Federal agency projects, and Nation-wide projects are project wage employees, except where specific projects are exempted by the Commissioner.

— — —Project Supervisory Employees.

3. The State Administrator may exempt projects, for a period not to exceed one full 4-week fiscal period, at the beginning, reopening or closing of a project in order to permit assignment of project supervisory employees necessary for planning and discontinuing project operations, provided such exemption does not permit the assignment of project supervisory employees in excess of the normal needs of full-time project operation.

— —Assistant Commissioner.

4. The Assistant Commissioner in charge of the Division of Employment may grant exemptions from the requirements governing employment of certified persons and project wage employees which are not within the authority of the State Administrator as set forth above.

All project supervisory employees on projects are classed as noncertified employees. Except as provided above, the prior authorization of the Assistant Commissioner in charge of the Division of Employment is required to permit the number of project supervisory employees assigned to a project to exceed 10 percent of the total number of employees on the project.

A project supervisory employee assigned to more than one project shall be charged to the project that is designated as the "key project."

— —Requests for Exemption Authorization.

Requests for exemption authorizations shall be submitted to the Division of Employment by the operating division, together with the necessary information for the preparation of *Request for Exemption Authorization*, WPA Form 406. The information which should accompany a request for exemption is set forth below:

1. The official project number, a brief project description, and the location of the project.
2. Percent of project completed and a scheduled completion date.
3. Calendar period during which exemption is required.

4. The number of persons currently employed on the project, listed by wage class and certification status.
5. The proposed number of persons to be employed on the project under the exemption, listed by wage class and certification status.
6. A justification for the request. The justification shall include an itemized list of the titles and salaries of the project supervisory personnel currently employed and a list of those it is proposed to employ, showing the number to be employed at each salary and title. The justification shall also contain a statement regarding the possibility of the sponsor's furnishing the additional personnel.
7. A statement to indicate whether the project is currently operating under an exemption authorization.

PART III. RESPONSIBILITIES IN THE EMPLOYMENT OF PROJECT PERSONNEL

Project Employment Responsibilities.

The assignment of qualified project personnel in response to requisitions submitted by the operating divisions is the responsibility of the Division of Employment. The determination of the acceptability of persons for the work to be performed, the scheduling of hours of work, the assignment of duties within occupational classifications, the instruction of personnel to perform project duties, and the supervision of project personnel is the responsibility of the operating division concerned, and/or the Division of Finance and Control for personnel to be charged with timekeeping functions.

Determination of Acceptability of Proposed Employees Upon Assignment

Assignment of Persons to Projects.

A person assigned to a project by the Division of Employment by means of *Notice To Report to Work on Project*, WPA Form 402, is expected to report to the project on the effective date shown on the form. The project supervisors may accept persons reporting to the project within 3 working days, including the effective date shown on the form, provided that the persons can still be utilized to advantage in the positions for which they were requisitioned. Persons so assigned who fail to report within 3 working days may not be considered for acceptance. A representative of the Division of Finance and Control shall make the necessary determination with respect to timekeeping personnel.

—Reporting to Project.

—Acceptance of Assignees.

When the person assigned reports within the prescribed reporting period, it is the responsibility of the project supervisor or Division of Finance and Control representative to make an immediate determination of the ability of such person to perform the work which he may be expected to perform by virtue of the occupational title under which he has been assigned. The methods of making such determination will necessarily vary according the nature of the occupation in question and the type of work to be performed, but it is important that particular consideration be given to the physical condition of the person. If the project supervisor or Division of Finance and Control representative is reasonably satisfied that the person is capable of performing the work required efficiently and safely, the assignment may be completed.

—Rejection of Assignees.

When the project supervisor or Division of Finance and Control representative determines that a person is not qualified to perform the type(s) of work within the scope of the occupational title under which he has been assigned, the persons shall be rejected. Similarly, when it is determined that a person has a physical or mental impairment which will not permit him to perform the duties of his occupational classification without danger to himself or his co-workers, the person shall be rejected.

Routing of NOTICE TO REPORT TO WORK ON PROJECT, WPA Form 402

Routing of WPA Form 402.

When the person assigned reports on the project, he shall be required to present the copy of WPA Form 402 which the Division of Employment sent to him as a notice to report for work, and if accepted shall sign copies 1, 2, 3, and 4. The project supervisor shall witness the signature of the person and enter on these copies in the space provided the date on which the employee begins work and then shall sign these copies himself. Copy 4 shall be returned to the employee, copy 1 transmitted to the timekeeper to be forwarded to the Field Finance Office, copy 2 returned to the Division of Employment, and copy 3 retained for the project files.

—When Person Is Accepted.

—When Person Fails To Report, Refuses Job, or Is Rejected.

When a person assigned fails to report, refuses the job, or is rejected by the project supervisor, the supervisor shall write "Failed to report," "Refused assignment," or "Rejected," whichever is appropriate, across the face of copies 1, 2, and 3. When a person is rejected, the project supervisor shall set forth in detail the reasons for the rejection. When a person fails to report or refuses the job, the supervisor shall state the reason when known. Copies 1 and 2 shall be returned to the Division of Employment, and copy 3 shall be retained for the project files.

—Transfers.

When WPA Form 402 is prepared by the Division of Employment to transfer an employee from one project or project unit to another, copy 4 is sent to the supervisor on the project to which the employee is currently assigned, and copies 1, 2, and 3 are sent to the supervisor on the project to which the employee is being reassigned.

Upon receipt of copy 4, which shall serve as a notice for release from employment on the project to which the employee is currently assigned, the releasing project supervisor shall note the date of the employee's release on the project records and give the copy to the employee for delivery to the receiving project.

The procedure on the receiving project with respect to copies 1, 2, 3, and 4 shall be as outlined above, except that when the employee fails to report or is rejected, copy 1 properly indorsed shall be returned to the Division of Employment for forwarding to the pay roll unit to serve as a notice of termination of employment on the project from which the employee was released.

—Changes in Assignment Status.

When used to effect a change in the assignment status of an employee who is to remain on the same project, copy 4 is sent to the employee and copies 1, 2, and 3 are sent to the project supervisor. When the change is acceptable to the project supervisor, he shall have the employee sign the four copies and shall also sign the copies himself. After the date on which the employee begins his new duties is entered, copy 4 shall be returned to the employee, copy 1 sent to the pay roll unit, copy 2 returned to the Division of Employment, and copy 3 retained for the project files.

When the project supervisor rejects the change, he shall write "Rejected" across the face of each of the copies, set forth his reasons for the rejection, and return copies 1 and 2 to the Division of Employment.

When the employee refuses to accept the change, the project supervisor shall note this fact on copies 1, 2, and 3, together with the employee's reasons, and shall return copies 1 and 2 to the Division of Employment. When the circumstances are such as to warrant termination of employment because the employee refuses to accept the change, the project supervisor shall request termination in accordance with instructions set forth on pages 2.8.033-2.8.035.

Scheduling of Hours of Work for Project Personnel

Scheduling of Hours of Work.

It shall be the responsibility of the operating divisions to schedule the days and hours of work on projects. Project time schedules shall be established covering reasonable calendar periods, and project supervisors shall be required to adhere to such schedules except as changes may be necessitated by conditions of project operations beyond the control of the employees. The schedule of hours of work for a project shall be determined primarily in the interest of efficient project operations, but shall not be scheduled so as to cause undue or unreasonable hardship on employees.

Project time schedules must necessarily be prepared in conformity with administrative limitations on normal hours of work for project wage employees. Other factors affecting the scheduling of hours of work are (1) regulations permitting the making up of allowable lost time under certain circumstances, and (2) regulations permitting the normal hours of work to be exceeded in emergencies.

—Project Wage Employees.

Project Wage Employees.—Project wage employees shall be scheduled to work 120 hours during each 4-week fiscal period. Such employees shall not be permitted to work in excess of 8 hours per day and 40 hours per week, except for (1) the purpose of making up allowable lost time, and (2) emergencies.

The term "per day" as used herein shall mean a calendar day. However, no project wage employee shall be permitted to work more than one 8-hour shift in any 12-hour period, except when making up allowable lost time and in the event of an emergency (see page 2.8.022). The term "per week" as used herein shall mean the first or second 7-consecutive-calendar-day period of a biweekly pay roll period.

—Project Supervisory Employees.

Project Supervisory Employees.—The hours of work for the project supervisory employees on each project shall be the hours scheduled for individual project operations, plus as many additional hours as are required for efficient project management. The minimum hours of work established for project operation shall in no instance be less than 120 hours per 4-week fiscal period, except where a lower minimum is specifically authorized by the Assistant Commissioner in charge of the Division of Employment.

Project supervisory employees shall not be paid for overtime, nor shall any deductions be made for nonscheduled workdays when such employee is not required to be on duty. Deductions for each day of voluntary absence of a project supervisory employee are made on the basis of one twenty-eighth of the employee's salary per 4-week fiscal period. The minimum deduction for voluntary absence shall be one-tenth of a day, and all deductions shall be multiples thereof.

When a project supervisory employee does not work during a pay period, no payment shall be made for days he is not scheduled to work during that period.

When by reason of a compensable injury a project supervisory employee is in a non-service status, no payment shall be made for time after the date of injury until the date of return to work.

The instructions set forth above with respect to the scheduling of hours of work for project wage employees shall be applicable to supervisory personnel assigned to projects as project wage employees.

Allowable Make-Up Time

Allowable Make-Up Time.

It is the responsibility of the operating divisions to make every effort to operate projects in such manner that project wage employees have full opportunity to earn their scheduled earnings for the occupations at which they have been assigned. Earnings accrue, however, only for time actually worked. Where time is lost by project wage employees on regularly scheduled workdays under the following circumstances, the operating divisions shall make every reasonable effort to provide such employees the opportunity to make up the time lost, provided that no project wage employee shall be allowed to accumulate allowable make-up time in excess of 65 hours:

—Time Lost Which May Be Credited.

1. When the project does not operate because of weather conditions or temporary interruptions in project operations beyond the control of the project wage employees.
2. When the project wage employee is unable to work because of—
   (a) Illness, including illness or death of a member of the employee's immediate family.
   (b) Injury sustained in the performance of duty. Where the disability of a project wage employee injured in the performance of duty does not exceed 30 days, upon his return to work he shall be granted allowable make-up time for time lost during the period of his disability. The allowable make-up time to be credited shall be limited only by the amount of make-up time accumulated prior to the injury and the maximum of 65 hours, and shall not be affected by the amount of any compensation benefits allowed or paid.
   (c) Military service including training or service in the National Guard, Home Guard, Officers' Reserve Corps, Naval Reserve, Marine Corps Reserve, and Coast Guard Reserve.
   (d) The exercise of voting privilege.
   (e) A referral for interview for the purpose of obtaining other public or private employment.
3. When a project wage employee is absent from the project, and—
   (a) In the opinion of the State Work Projects Administrator or his authorized representative the cause of absence was reasonable.
   (b) Application for permission and authority to make up such lost time has been made in advance, or if the application was not made in advance, the circumstances are such as to warrant favorable action.

—Legal Holidays.

Project wage employees shall not be required to work on legal holidays, and time so lost by such employees shall be regarded as a temporary interruption in project operations to be made up in accordance with the above regulations.

—Making up of Time.

Allowable make-up time may be made up during the current or succeeding pay roll periods. Every effort shall be made, however, to reschedule project operations to permit project wage employees to make up time during the current pay roll period. It shall be the responsibility of the operating division to determine that making up time is not inconsistent with efficient project operation. Where the amount of lost time to be made up is less than 6 hours and where the number of employees involved is sufficient to permit efficient operation, such employees may be permitted to work 10 hours per day for the purpose of making up lost time.

—Nonoperation of Project.

Where project wage employees are required to travel a considerable distance to reach the project, every effort should be made to notify the employees in advance as soon as it is determined that the project is not to operate as scheduled. When notified in advance it shall not be necessary for project wage employees to report to the project to be given credit for allowable make-up time.

—Employees Prohibited From Accruing Make-Up Time.

Project wage employees assigned under exemption authorization to work more than 120 hours per 4-week fiscal period and those assigned to the Nation-wide vocational training project shall not be entitled to accrue allowable make-up time during such assignment, and previously accumulated make-up time shall be liquidated each 4-week fiscal period during such assignment in the amount that the employee works in excess of 120 hours.

Emergency Overtime Employment

Emergency Overtime Employment.

In addition to the exception permitted for the purpose of making up lost time, the maximum normal hours (8 hours per day and 40 hours per week) may be exceeded—

1. When authorized by the Commissioner of Work Projects or his authorized representative for an emergency involving the public welfare, or for the protection of work already done on projects.
2. When authorized by the State Work Projects Administrator or his authorized representative for an emergency involving the public welfare or for the protection of work already done on a project, provided such authorization shall not be effective for a period exceeding 2 consecutive days (48 hours) for each emergency.

Each State Work Projects Administrator shall issue instructions providing the procedure to be followed by the operating divisions where emergencies develop which necessitate the exceeding of the standard hours of work for project wage employees.

Where an emergency has necessitated overtime employment, the normal schedule of project operations shall be resumed at the expiration of the emergency, and the normal hours of work shall not be rescheduled in order to reduce earnings in subsequent pay roll periods to offset the excess amounts earned during the period(s) involving the emergency.

Assignment of Duties to Project Wage Personnel Within Occupational Classifications

Assignment of Duties to Project Wage Employees. —Responsibility.

The assignment of duties to project wage employees within the scope of their assigned occupational classifications and in the interest of project operating efficiency is the responsibility of the project supervisor. In selecting employees for particular tasks within the scope of a given occupational classification, it is important that the project supervisor give thorough consideration to special aptitudes and abilities of the employees available.

—Factors To Be Considered.

Factors to be considered in the assignment of duties to project wage employees are (1) the specifications provided in the schedule of project wage job specifications as authorized for application in the State by the State Work Projects Administrator, and (2) the type(s) of work customarily included within the scope of the occupational classification at which the employee is assigned in the locality in which the project is situated. These provisions shall not be construed, however, as prohibiting the temporary assignment, in an emergency, of duties not within the scope of the employee's assigned occupational classification, provided the employee is otherwise qualified to perform the duties. Such an emergency may arise (1) as the result of the unexpected absence of the employee regularly assigned to perform the duties in question and where it is necessary that the work be carried on in order to protect the public or the work already done, or (2) where an unforeseen condition necessitates that additional employees be shifted to a particular operation on the project for a brief period. An employee cannot be paid at other than his assigned classification even though he may have been required to perform duties not within the scope of his assigned occupational classification.

—Dual Assignments.

Where there is work to be done regularly on a project which does not come within the scope of the occupational classifications of employees currently assigned to the project, the project supervisor shall request the assignment of employees under the proper classification for the work. Where such regular work does not require the full-time services of an employee, a dual assignment shall be requested which will permit the use of the employee at a specified alternate occupation. See pages 2.8.007-2.8.008 for instructions covering requisitions for dual assignment.

Personnel Training on Projects

Personnel Training on Projects.

To insure the most effective operation of projects it is essential that operating divisions give consideration to training and retraining of employees on projects to enable such employees to regain lost skills and, when necessary, to acquire new skills.

Project supervisory employees should understand that training activities are a continuing process to be carried out by each person responsible for the work of other employees. Training activities should be restricted to those directly applicable on the project to which the employees are assigned and may be conducted during scheduled working hours.

—Objectives.

Specific objectives of supervisory employees conducting training activities on projects should include the following:

1. To prepare as many employees as possible for greater responsibility and for employment within and without the Work Projects Administration.
2. To increase efficiency of project operations by improving methods of handling materials and equipment.
3. To help individual employees understand and carry out the policies of project operation and to develop a clearer conception of their relationships to the rest of the project.
4. To help all employees on the project to develop a growing conception of their personal responsibilities through a broadened understanding and appreciation of the work program.

Maintenance of Discipline and Order on Projects

Discipline and Order on Projects. —Responsibility of Project Supervisors.

The responsibility for the maintenance of orderly and efficient operations on projects rests with the project supervisors. The responsibilities of the project supervisors for the maintenance of order on projects shall not be construed, however, as authorizing them to perform functions which are normal responsibilities of law-enforcement officers of the Federal, State, or local government. In the event of interference with the normal operations of a project, or attempts to force stoppage of project operations, the maintenance of order is a function of the appropriate law-enforcement officers of the Federal, State, or local government. Funds of the Work Projects Administration shall not be used for the employment of armed guards in order to continue the operation of a project.

—Responsibility of Peace Officers.

—Issuance of Orders by Project Supervisors.

Supervisory employees shall not establish arbitrary rules of a petty nature governing the conduct of employees on a project. Project supervisory employees may issue orders which are necessary for the effective operation of the project and which are consistent with WPA rules and regulations and sound labor-relations practices.

Maintenance of Active United States Employment Service Registration by Certified Project Wage Employees

USES Registration as a Condition of Employment.

Active registration with the United States Employment Service shall be a condition of employment of certified project wage employees.

—Responsibility of Project Supervisor.

It shall be the responsibility of the supervisory employee in charge of a project to require each person assigned to the project as a certified project wage employee to present, upon reporting for work on the project, his USES identification card, which reflects whether the employee is maintaining his registration on an active basis. When a person whose USES registration is not active is assigned to a project, he shall be accepted, provided he is otherwise acceptable for the work to which he is assigned, with the understanding that his registration be renewed within a period of 10 days. When accepting such an employee, the project supervisor shall issue WPA Form 418 as a warning, clearly stating the reason. Where the employee fails to renew his registration within the specified time, the supervisor shall suspend the employee indefinitely by issuance of WPA Form 418. Where such suspension is effected, it shall be the responsibility of the Division of Employment to determine the final action to be taken.

— —Deferment.

The State Work Projects Administrator may authorize a deferment from the above requirement where the United States Employment Service does not provide a convenient service for registration and the maintenance of active registrations, provided the employee registers or renews his registration within a reasonable time and thereafter maintains his registration currently active.

— —Maintenance of Registration.

The supervisor shall be responsible for requiring all certified project wage employees on the project to present their USES identification cards at least once each 4-week fiscal period to show that they are maintaining their registration on an active basis. Where these checks show that employees are not maintaining their registration on an active basis, they shall be warned or suspended as outlined above.

PART IV. WARNINGS, SUSPENSIONS, AND ADJUSTMENT OF GRIEVANCES

Responsibility of Project Wage Employees.

Upon accepting assignment to a project, each project wage employee is responsible for performing the duties assigned to him to the best of his ability. He is expected to report for work promptly and to carry out all orders of superiors which do not expose him to unwarranted danger and which are in line of duty. Project supervisory personnel are responsible for the maintenance of fair and equitable relations with the employees under their supervision. Satisfactory relationships are easily maintained where both the project supervisor and the employee understand that the employment is to meet a mutual need of the project for the services of the employee and the need of the employee for the employment. However, where an employee's conduct is contrary to the public interest and project efficiency, the employee shall be subject to disciplinary action. The procedure to be followed by project supervisory personnel in disciplining an employee by warning or suspension is outlined below. A project supervisor or other operating division representative shall not, under any circumstances, recommend that a project wage employee be reduced in classification or otherwise demoted for disciplinary purposes.

—Of Supervisory Personnel.

Disciplinary Action for Project Employee.

—Warnings.

Warnings.—Where efforts to induce an employee to perform his duties as required by regulations or to cease other misconduct have failed, and it is necessary to warn the employee that a suspension will follow unless improvement is shown, the project supervisor shall issue a formal warning to the employee on *Notice of Warning or Suspension*, WPA Form 418.

—Suspensions and Discharges.

— —Suspensions of 3 Days or Less.

Suspensions and Discharges.—Where the issuance of a formal warning as outlined above fails to induce the employee to correct his performance or misconduct, the project supervisor shall prepare WPA Form 418 suspending the employee for a period of 3 days or less. At the time a copy of the notice is delivered to the employee he shall be advised when to report back to work. Suspensions of 3 days or less are not reviewed by the Division of Employment unless the employee appeals the suspension.

— —Suspensions of More Than 3 Days.

Where the gravity of the employee's offense warrants more than a 3-day suspension, or where a previous suspension has failed to produce satisfactory results, the project supervisor shall prepare WPA Form 418 suspending the employee indefinitely. The determination of the disciplinary action to be taken will be made by the Division of Employment. In order to avoid any question as to whether the supervisor will be sustained or overruled, he shall not make any statement to the employee as to what action will be taken regarding the suspension. However, the supervisor shall inform the employee, upon presenting to him his copy of the notice, that he is being suspended and that he cannot work on the project again until notified by the Division of Employment.

— — —Action by Division of Employment.

Where an employee has been suspended indefinitely, the Division of Employment, upon the basis of information contained on WPA Form 418 and other information available, and after consulting with the appropriate operating division, shall render a decision as to the disciplinary action to be taken. The Division of Employment may, if deemed advisable, cause an investigation to be made of the circumstances attending the suspension before rendering a decision. If the employee feels that the statement made by the supervisor on WPA Form 418 is unjust, he may present evidence to this effect to the Division of Employment. Where the Division of Employment, after consideration of all information available, finds the issuance of the indefinite suspension to be justified, it may suspend the employee for a period of not more than one 4-week fiscal period, depending upon the nature of the circumstances, or the employee may be discharged.

If it is determined that there was an error in effecting suspension or that the action taken by the supervisor was not warranted, the employee shall be credited with allowable make-up time, within the limitations set forth on pages 2.8.020-2.8.021, for the time lost because of such action. The employee will be notified by the Division of Employment to return to work immediately.

— — —Use of WPA Forms 403 and 402.

When a period of suspension has been determined by the Division of Employment, *Notice of Termination of Employment*, **WPA Form 403**, will be issued. A person so suspended shall be reassigned at the end of the suspension period by means of WPA Form 402.

—Use of WPA Form 418 for Supervisory Employees.

WPA Form 418 may be used for project supervisory employees in the same manner as prescribed for other project employees. However, the Division of Employment shall take no disciplinary action in the case of supervisory employees unless specific authority to do so has been delegated to the Division by the State Administrator. Ordinarily, any disciplinary action necessary will be determined by the State director of the operating division concerned.

WPA Form 418
Revised 12-20-41

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

NOTICE OF WARNING OR SUSPENSION

Date _____ 194__

Name _____ Ident. No. _____

Address _____ Working as _____

On project No. _____ Located at _____

has been Warned / Suspended for 3 days or less / Suspended indefinitely

effective at _____ ____ 194__ because of

_____

_____

_____

_____

_____

_____

_____

_____

_____

(Signature of employee or witness) (Project supervisor or foreman)

The signature of the employee or a witness does not indicate that he agrees with the supervisor. If the employee feels that the above statement is unjust he may protest or appeal to the Division of Employment at _____

(THIS SIDE TO BE USED BY THE DIVISION OF EMPLOYMENT ONLY)

Action taken on the case described on the reverse side was _____

_____

_____

_____

_____

_____

_____

_____

_____

Date _____ _____
(Division of Employment Official)

_____
(Title)

(This form printed in Washington)

Use and Preparation of NOTICE OF WARNING OR SUSPENSION, WPA Form 418, Revised

WPA Form 418.

Notice of Warning or Suspension, WPA Form 418, Revised, shall be prepared in triplicate and the spaces on the form filled in as indicated below.

—Preparation.

Date.—Enter the date on which the form is prepared.

Name.—Enter the employee's name exactly as it appears on the time record or on his assignment notice, WPA Form 402.

Identification No.—Self-explanatory.

Address.—Enter the employee's mailing address in the same manner as it appears on the time record.

Working as.—Enter the employee's assigned occupation as it appears on his assignment notice, WPA Form 402.

Project No.—Enter the work project number and section number, if any, to which the employee is assigned.

Project Location.—Enter the location of the project or project unit on which the employee is assigned.

Type of Action.—Designate the type of action by drawing a line through the two types which do not apply.

Effective Date.—Enter the hour and date on which the action is to become effective.

Reason for Action.—Enter a short but clear statement explaining the reason for the warning or suspension. Where the employee has been previously warned or suspended for the same reason that the present action is being taken, enter the date(s) of such warning or suspension.

Signature of Employee or Witness.—This space is for the signature of the employee to whom the warning or suspension notice is directed acknowledging receipt of such notice. Where the employee refuses to acknowledge receipt of the notice, the signature of a witness shall be secured as evidence of an attempt to obtain the signature of the employee. The employee shall not be subject to disciplinary action because of refusal to sign the notice.

Project Supervisor or Foreman.—The signature of the supervisor or foreman issuing the notice shall be entered in this space.

—Submission.

Submission of WPA Form 418.—When WPA Form 418 is used as a warning, the project supervisor shall deliver the original to the employee, submit the first copy to the Division of Employment, and retain the other copy in the project files. The copy submitted to the Division of Employment will be filed in the employment record of the employee as a part of his work record.

When used as a notice of suspension; the original of WPA Form 418 shall be submitted to the Division of Employment, the first copy to the suspended employee, and the second copy to the project timekeeper for his information and filing in the project files. If the supervisor cannot contact the employee to give him his copy, he shall forward the employee's copy to the Division of Employment with a statement as to why it was not delivered. The Division of Employment will then be responsible for notifying the suspended employee.

—Right of Employee To Appeal.

It shall be the responsibility of the supervisor issuing the WPA Form 418 to inform the employee of his right to appeal to the Division of Employment. Where the employee feels that the warning or suspension is unfair or unjust, he may make such appeal in an effort to clear his work record or remove the suspension.

Adjustment of Grievances

Adjustment of Grievances.

Grievances arising on a project should, whenever possible, be adjusted at the time they occur or at a time convenient to the complainant and the project supervisor. It shall be understood that an employee with a grievance has the right to be represented by any person or organization he may choose. Supervisory and administrative personnel shall make every effort to avoid unnecessary delay and to expedite the adjustment of grievances.

—Referral of Complaints.

The complainant or his representative shall submit the grievance to the project officials on the project site. Failing a mutually satisfactory adjustment on the project, the grievance shall be submitted to the Division of Employment for referral to the WPA official in charge of labor relations for the locality. In the event, however, that the grievance is presented for the complainant by a representative not employed on the project, it may be advisable that such grievance be presented in the first instance to the Division of Employment for referral to the WPA labor-relations official.

—Project Supervisory Employees.

The procedure outlined above with respect to presentation and adjustment of grievances shall be applicable to project supervisory employees as well as project wage employees. Grievances submitted to the Division of Employment for referral to the WPA official in charge of labor relations will be handled as prescribed on pages 3.7.012-3.7.013.

PART V. TERMINATION OF EMPLOYMENT OF PROJECT PERSONNEL

Termination of Employment.

Normally, the initiation of action to terminate the employment of a project employee is the responsibility of the operating division having jurisdiction over the project to which the employee is assigned. In the following instances, however, termination action will be initiated and effected by the Division of Employment:

—By Division of Employment.

1. Where a certified employee has refused a bona fide offer of private or other public employment.
2. Where it is determined that a person reemployed on a project after a period of private employment lost such private employment through his own fault.
3. Where it is determined that an employee is eligible for unemployment compensation benefits.
4. Upon cancellation of a person's certification, except where the employee's certification has been canceled because of assignment as a project supervisory employee.
5. Where certified persons (excluding blind persons, veterans, unmarried widows of veterans, and wives of unemployable veterans) have been continuously employed for more than 18 months, provided that other certified persons with the required job qualifications are available for assignment to the jobs held by them.
6. Where the employee has engaged in illegal political activity.
7. Termination for cause.

—By Operating Division.

Where it is necessary for the operating divisions to initiate action to terminate the employment of employees from projects for any of the following reasons, the request shall be prepared on the reverse side of WPA Form 401.

1. Necessary reduction in the number of employees on project.
2. Completion, discontinuance, or suspension of project or unit thereof.
3. Type of work to which assigned has been completed.
4. Inability to perform required duties.
5. Absence from project:

   (a) *Without Notice.*—Employees who are voluntarily absent from the project for 5 consecutive days on which the employees are scheduled to work without notifying the project supervisor or foreman as to the cause for such absence shall have their employment terminated. WPA Form 401 shall bear as explanation: "Absent 5 consecutive working days without notice of cause."

   (b) *With Notice.*—Employees who notify the project supervisor or foreman of absence from the project because of illness, temporary private employment, military leave, or other valid reasons acceptable to such official, shall not have their employment terminated until they have been absent for a full pay roll period. Where an employee is referred to temporary private or other public employment by the Work Projects Administration, his absence from the project without notice to the project supervisor or foreman will be regarded as a valid reason for absence. In the event, however, an employee notifies the project supervisor or foreman that he will be absent from the project in excess of a full pay period due to the above circumstances, WPA Form 401 shall be prepared immediately and the reason stated thereon.

No employee shall be continued in active employment status after he has been absent due to any of the above circumstances for a full pay roll period.

(c) *Because of Injury.*—Injured employees unable to report to work as a result of a disabling injury sustained in performance of duty, and employees, domiciled in a work camp, who are undergoing emergency medical treatment or hospitalization, shall not have their employment terminated until they have been absent from duty for 30 calendar days.

WPA Form 401 shall not be used where termination is requested as a disciplinary measure. See instructions for preparing *Notice of Warning or Suspension*, WPA Form 418, on page 2.8.029.

When a project supervisory employee is terminated because of continuous voluntary absence, the date of termination may be set at the close of business on the last day on which services were performed.

Request for Release of Personnel From Project

Preparation of WPA Form 401.

Instructions relating to the preparation and submission of WPA Form 401, Revised, when used as a request for release of personnel from projects are set forth below.

—Heading.

To.—Enter the district employment office and the address to which the request is submitted.

From.—Enter the name and address of the operating division or Federal agency having jurisdiction of the project.

Request No.—Enter the serial number of the request.

Date.—Enter the date on which the request is submitted.

Official Project No.—Self-explanatory.

Work Project No.—Self-explanatory.

Unit No.—Self-explanatory.

Zone No.—Self-explanatory.

Effective.—Enter the date and the exact hour of the day that termination is to be effective. Where all the employees whose names are listed on the form are not to be released on the same date, this space should be left blank, and the column headed "Effective date" should contain the appropriate date for each employee or group of employees to be released. It is the responsibility of the project supervisor to make certain that employees are not permitted to work on the project after the effective date.

Reason.—Enter a short but complete statement explaining the reason for the termination request. Where employees are being released for more than one reason, this space should be left blank and the specific reason in each instance should be entered in the column headed "Reason for release."

—Columnar Entries.

Number or Names of Employees To Be Released.—Enter in this column the number of employees within each occupational classification where the number of employees in any occupation or type of work is to be reduced. Where the type of work being done on a project warrants, the operating division may list the names of employees to be released, provided such a listing is accompanied by full justification. Where the names of employees are not listed, key persons or persons performing specific types of work under an occupational title who are to be retained may be indicated. Where the names of employees are listed, the Division of Employment, after consultation with the operating division, may revise the list of employees to be separated if such revision is necessary in order to carry out regulations regarding preferences in retention in employment.

Where a project is completed or discontinued and all employees assigned to the project are to be terminated, it is not required that the names, addresses, and identification numbers of all employees be listed in the columns provided. It is sufficient to list in the first column the number of employees assigned to the project at each of the occupational titles listed in the third column.

Identification No.—Enter the identification numbers where the names of employees have been listed. Where the termination request is by occupational classification, this column shall be left blank.

Occupation.—Enter the occupational title(s) of the employee or group of employees to be terminated.

Effective Date.—Where the termination date and hour is the same for all employees included in the request, and the effective date and hour has been listed in the heading, this column shall be left blank. Where the effective date and hour is different for certain occupational titles included on the form, each effective date and hour shall be indicated on this column.

Reason for Release.—Enter in this column the reason for requesting release in each instance where employees being released for more than one reason are included on the form. Where the reason for release is the same for all employees included on the form, the reason shall be entered in the heading of the form and this column left blank. Space is provided at the bottom of the form for the signature and title of the supervisor originating the request for termination and the signature and title of the operating division official authorized to approve such requests.

Where timekeeping employees are included on the request for termination, the operating division shall obtain the approval of the Division of Finance and Control with respect to such timekeeping employees before submitting the request to the Division of Employment.

(Use this side for requesting release of personnel)

To: _____ Request No. _____
(Employment office and address)

From: _____ Date _____, 19__
(Operating division and address)

It is requested that employees be released as follows from Official Project No. _____

Work Project No. _____ Unit No. _____ Zone _____

Effective ____ A.M. ☐ P.M. ☐ _____ 19__, for the following reason: _____

Number or names of employees to be released (address, if required)	Identification No.	Occupation	Effective date	Reason for release

Requested by _____
(Name and title)

Approved by _____
(Name and title)

For Division of Employment

Release made by: _____

Date _____

(Back) See page 2.8.007 for front.

(This form printed in Washington)

In effecting reductions in the number of employees on a project, it is the responsibility of the operating division to give appropriate consideration to the effect such reduction has with respect to the limitation governing the employment of noncertified persons and project supervisory employees (see pages 2.8.015-2.8.016).

—Submission of WPA Form 401.

WPA Form 401, when used for requesting release of project personnel, shall be prepared in an original and one copy. The original shall be routed to the Division of Employment, and the copy shall be retained in the project files.

The operating division shall be responsible for submitting WPA Form 401 to the Division of Employment sufficiently in advance to permit the Division of Employment to review the action requested and process the requisition prior to the effective date. In processing requests for termination, the Division of Employment may either refer those who are qualified to other projects when in possession of personnel requisitions from such other projects, or terminate employment by means of *Notice of Termination of Employment*, WPA Form 403. Where WPA Form 403 is prepared, copies will be distributed as follows:

Copy 1.—Directly to Pay Roll Units of the Division of Finance and Control.

Copy 2.—Retained by the Division of Employment.

Copy 3.—To project for project files.

Copy 4.—To employee.

Copy 5.—To local referral agency.

Under no circumstances shall a project supervisor permit an employee to work on a project after the effective date of a WPA Form 403 executed for such employee.

Where WPA Form 403 is not received until after the effective date of termination, the employee should be required to stop work immediately.. The hour and date of receipt of WPA Form 403 on the project shall be shown on the reverse side of the form. The timekeeper should report the time up to the hour of termination and make sufficient explanation in the "Remarks" column of the Time Report.

Appendix A

LIST OF CROSS-REFERENCE CITATIONS

5-1	Operating Procedure No. E-9, section 55
5-2	Operating Procedure No. E-9, section 56
5-3	General Letter No. 291, Revised
5-4	Operating Procedure No. E-9
5-5	Operating Procedure No. E-9, section 43
5-6	Operating Procedure No. E-9, section 35
5-7	Operating Procedure No. G-5
5-8	Operating Procedure No. E-9, section 30
5-9	General Letter No. 310, Revised, sections 9-20
5-10	Operating Procedure No. E-9, section 51
9-1	Page 2.10.015 of this Manual
9-2	Chapter 10 of this volume
9-3	Pages 2.10.027-2.10.028 of this Manual
9-4	Operating Procedure No. G-5, section 37
9-5	Chapter 10 of this volume
9-6	Operating Procedure No. G-5, section 20, subsection D
10-1	Operating Procedure No. E-9, section 32
10-2	Operating Procedure No. E-9, section 40
10-3	Operating Procedure No. E-9, sections 28 and 38
10-4	Operating Procedure No. G-5, section 32

Revised Mar. 8, 1941

Chapter 9

RENTAL OR PURCHASE OF PROPERTY AND IMPERSONAL SERVICES

PART I. GENERAL REQUIREMENTS

Sources of Acquisition.

Materials, supplies, equipment, and impersonal services are acquired from four sources for use on Work Projects Administration projects:

1. As contributions by sponsors of operating projects.
2. As loans or donations from other agencies including Federal surplus property available through assignment by the Procurement Division of the United States Treasury Department.
3. By rental through the expenditure of Federal (WPA) funds.
4. By purchase with Federal (WPA) funds.

—Order of Priority.

Normally, property or impersonal services shall be acquired in the above order of priority, and property or services shall not be rented or purchased by the expenditure of Federal funds if the items needed may be acquired under either of the conditions numbered 1 and 2. This order of priority may be waived in the case of projects which have been certified by the Secretary of War or the Secretary of the Navy as important for military or naval purposes.

—Acquisition With Federal and Sponsors' Funds.

The instructions prescribed herein shall govern the rental and purchase of property and impersonal services both through the expenditure of Federal funds and through the expenditure of funds of sponsors of operating projects deposited in the United States Treasury and held on deposit for this purpose.

—Definition of "Purchase."

The term "purchase" as used herein means the initial acquisition of property by the Work Projects Administration through the expenditure of Federal or sponsors' funds, either from commercial vendors or from other governmental agencies. "Transfer," as distinguished from "purchase," means transfer of title to property within the Work Projects Administration, with or without exchange of funds, or the acquisition of property by the Work Projects Administration from other Federal agencies without exchange of funds.

Responsibilities of the Treasury Department Procurement Division

Procurement.

The responsibility for procuring property and impersonal services for the Work Projects Administration by the expenditure of Federal funds or sponsors' funds deposited in the United States Treasury is vested in the Procurement Division of the Treasury Department. For the purpose of expediting purchases, Procurement Offices have been established in many localities under the jurisdiction of a State or Regional Procurement Officer.

—Procurement Offices.

—Determination of Need Made by WPA.

The requirements of the Work Projects Administration are made known to the Procurement Division through the use of *Requisition for Purchase*, Treasury Form A-6, which is prepared and submitted as prescribed in part III of this chapter. The determination of the Work Projects Administration as to the need for the purchase or rental of property or impersonal services called for on Treasury Form A-6 is binding upon the Procurement Division, provided the items listed may be procured within the authority granted by law.

—Inspection of Warehouses.

Representatives of the Procurement Division shall have access at any time to all WPA warehouses and other depositories where Federal property is stored, for the purpose of making inspections.

Accounts Under Which Property Is Acquired

Accounts To Be Charged.

When property and impersonal services are procured for use by the Work Projects Administration, the charges therefor shall rest against one or more of the following accounts, as appropriate:

1. The administrative account
2. The accounts of individual operating projects
3. The Supply Fund Account
4. Sponsors' Special Deposit Accounts

—Property To Be Consumed on Requesting Unit.

As a general rule and except as specifically exempted herein, all property, the usefulness of which will be substantially consumed on or by the requesting unit, shall be charged to the appropriate account under which the requesting unit is operated. (The requesting unit may be a project unit, a unit of the Supply Section, or an administrative unit, all of which are herein referred to as operating units.) Certain property may be initially procured at the expense of the Supply Fund Account and transferred to other operating units as provided elsewhere.[1]

—Property Stocks.

Property having general utility to operating units may be purchased and stocked at the expense of the Supply Fund Account. All property thus procured at the initial expense of the Supply Fund Account shall be transferred to the operating units in the manner described elsewhere.[2]

—Detailed Instructions.

Detailed instructions regarding the appropriate accounts to be charged in procuring various kinds of expendable property, nonexpendable property, and impersonal services, are given in parts IV, V, and VI, respectively.

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[1] See appendix A, item 9-1.

[2] See appendix A, item 9-2.

Transactions Requiring Approval of the WPA Central Office

Purchase Transactions Requiring Central Office Approval.

Certain types of rental and purchase transactions shall not be requested of the Procurement Division until the Treasury Form A-6 has been approved in the WPA central office, Washington, D. C. The types are as follows.

—Items.

1. Purchase of construction equipment.
2. Purchase of other-than-construction equipment, as follows:
   (a) Automotive equipment.
   (b) Shop equipment, camp equipment, and accessories costing (1) $300 or more per unit of equipment when intended for use primarily in Supply Sections or on projects of the Division of Operations or (2) $50 or more per unit when intended for use primarily on projects of the Division of Community Service Programs.
   (c) Industrial equipment (sewing equipment, pressing equipment, etc.).
   (d) Scientific and engineering devices.
3. Rental of automotive equipment with administrative funds.
4. Purchase or rental of items of furniture or office equipment within categories designated on page 1.6.053.
5. Purchase of books for library-service projects.
6. Purchase of textiles.
7. Purchase of first-aid supplies and protective equipment not covered by established specifications.
8. Purchase of items classified as "printing."
9. Purchase of portable drinking fountains.
10. Purchase of bituminous materials for paving on airport projects, unless the specifications formally issued as standards by the CAA Airport Division, Washington, D. C., are followed without deviation (excepting the parts thereof covering "Method of Measurement" and "Basis of Payment").
11. Purchase of properietary articles or items of limited or restricted competition, except as otherwise permitted on pages 2.9.025-2.9.027.
12. Rental of equipment under contracts deviating from the instructions contained in part VI of this chapter.
13. Rental of bookmobiles.
14. Purchase of equipment or materials under contracts requiring installation or application by the vendor, except requisitions covering the purchase of materials to be installed or applied by equipment rented on a production basis as provided in part VI of this chapter.

—Justification and Submission.

All such transactions shall be fully justified on the form provided for that purpose or in an accompanying letter. The requisitions and justifications shall be prepared and submitted to the central office in the manner described in part III of this chapter.

Revised July 3, 1942

Transactions Requiring Approval of the Procurement Division in Washington

Transactions Requiring Approval of Procurement Division in Washington.

—Cognizance of Time Involved.

—Types of Transactions.

Procurement Officers are not permitted by Procurement Division regulations to take action on the types of requisitions and transactions listed below without the prior approval of the Procurement Division in Washington. In submitting Treasury Forms A-6, State Work Projects Administrations shall take cognizance of the time element involved in obtaining approval of these transactions.

1. Requisitions in amounts of $10,000 or $15,000 or more depending upon authority delegated to the local Procurement Officer.
2. Blanket requisitions involving large quantities and/or values.
3. Purchases of gasoline for tank-car delivery.
4. Purchases of textiles.
5. Purchases of sewing machines and sewing-room equipment not on the General Schedule of Supplies.
6. Requisitions for contracts for the erection of or alterations to buildings, the erection of fabricated materials, installation of certain types of equipment, well-drilling operations, and similar services requiring the employment of skilled labor.
7. Requisitions involving special or out-of-the-ordinary types of contracts.
8. Purchases of heavy equipment and motor vehicles.

Blanket Requisitions for Large Quantities

Purposes of Blanket Requisitions.

When it is determined that it will be economical and advantageous to the Government to contract for the purchase of a large quantity of a specific kind of commodity or impersonal service which is definitely required, a blanket requisition may be executed for the total requirements of the commodity or service. This procedure is particularly adaptable to the purchase or rental of property under the Supply Fund Account when like property is required on more than one operating project.

—Preparation and Submission.

Blanket requisitions for the purchase of commodities shall be prepared and submitted in the manner described in part IV. Those calling for equipment rental shall be submitted as prescribed in part VI, and those calling for the procurement of impersonal services other than equipment rental shall be handled as prescribed in part VII.

Foreign Purchases

Foreign Purchases.

—Statutory Requirements.

Federal law requires that only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially from articles, materials, or supplies mined, produced, or manufactured in the United States shall be purchased by Government departments and agencies, except (1) if the head of the department or agency specifically authorizes an exception to the requirement; or (2) if such articles, materials, or supplies, or the articles, materials, or supplies from which they are manufactured are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities of a satisfactory quality and at a reasonable cost.

— —Application to WPA Purchases.

This statutory requirement is applicable to all WPA purchases. The requirement applies to materials and supplies purchased both from Federal funds and from sponsors' funds deposited in the United States Treasury.

— —Responsibility for Determination.

Procurement Officers are authorized to make the determination of fact required by item (2) above. If the Procurement Officer determines that domestic commodities of a satisfactory quality are not produced in sufficient and reasonably available commercial quantities at a reasonable cost, such determination shall be final and purchase may be made accordingly. Otherwise, the Procurement Officer will transmit the requisition through the Office of the Director of Procurement to the Commissioner of Work Projects for administrative action in accordance with item (1) of the first paragraph.

—Justification of Purchase.

When the State Work Projects Administration is advised by the local Procurement Officer that such administrative action is necessary, a letter shall be sent directly to the appropriate Assistant Commissioner of the Work Projects Administration by the State Work Projects Administrator, explaining fully why it is inconsistent with the public interest to purchase the available domestic articles, materials, or supplies, rather than those of foreign origin. Requisitions for the purchase of foreign commodities will not be approved unless it is shown conclusively that similar commodities of domestic origin will not serve the purpose intended.

Proprietary Purchases and Purchases Subject to Limited Competition

Proprietary or Restrictive Purchases. Requisition shall not be made for proprietary articles or articles subject to limited competition in any avoidable case. Requisitions calling for articles of a particular make or articles produced by one manufacturer only, and requisitions otherwise unduly restrictive, will not be approved for purchase in the absence of a clear showing of the necessity for a restrictive purchase.

—Justification. When it is believed that a proprietary purchase is necessary, a statement of the reasons justifying such purchase shall be submitted with the requisition. The justification shall show (1) that no other article is physically suitable for the work, or (2) that the use of any other suitable article would involve such excessive costs as to be contrary to the interests of the Government. To establish the latter point satisfactorily, a detailed analysis of purchase and operating costs shall be submitted which will show the saving to be derived through purchase of the proprietary article. The following will not be regarded as adequate justification: (1) a personal preference for a particular article; (2) a showing that the article desired is the best available for the purpose; (3) endorsement by others as to the excellence or suitability of the desired article; (4) a showing that the use of the desired article will result in lower maintenance cost; (5) evidence that the article is needed to match similar material previously installed or that work has been done in preparation for its use; or (6) a statement that the article is especially desired by the project sponsor.

—Responsibility for Determination of Necessity. The Procurement Officer is responsible for the determination of the adequacy or sufficiency of the justification, and should such adequacy or sufficiency be questionable or should the Procurement Officer be in doubt otherwise, the justification statement will be forwarded to the Procurement Division, Washington, D. C., for administrative determination.

—Exceptions. Certain exceptions to the above provisions have been authorized for art projects, music projects, household workers' training projects, housekeeping-aide projects, and school-lunch and nursery-school projects. These exceptions are set forth in part IV of this chapter.

Emergency Purchases

Emergency Purchases. —Purpose.

When immediate delivery is necessary to prevent loss of or material damage to public property, or to prevent human suffering or loss of life, and the matter is so urgent that there is not time available in which to obtain any form of competition, property or services not available from sources other than Federal funds or sponsors' special cash deposits in the United States Treasury may be purchased without prior issuance of *Requisition for Purchase,* **Treasury Form A-6.**

—Arrangements With Procurement Division.

Such emergency purchases shall be arranged with the Procurement Officer who will issue an emergency purchase order, noting thereon the nature of the emergency which justifies the deviation from the prescribed procurement procedure. A *Requisition for Purchase,* **Treasury Form A-6,** shall be executed in the usual manner as soon as possible after the occurrence of the emergency. The requisition shall contain sufficient description to facilitate identification of the purchase.

— —Authority for Making Arrangements.

— —Information Required by Procurement Officer.

Authority for arranging emergency purchases with the Procurement Officer shall be limited to the State Work Projects Administrator or his designated representatives. In each case of emergency, the State Administrator shall advise the Procurement Officer in writing of (1) the nature of the emergency, (2) the estimated calendar period during which emergency purchases will be required, and (3) the name(s) of person(s) authorized to arrange with the Procurement Officer for emergency purchases. Copies of this notification to the Procurement Officer shall be transmitted to the State Supply Manager and to the State Property Accountant.

—Financial Liability for Emergency Purchases.

In arranging for emergency purchases, the State Work Projects Administrator or his designated representative shall determine the status of the available balance of the requesting unit's limitation, or the available balance of the sponsor's cash deposit, as appropriate. Officials of the State Work Projects Administration arranging for emergency purchases shall be responsible for the proper care and use of purchased property, and shall be financially liable for purchases made in violation of regulations and disallowed by the General Accounting Office.

PART II. PREPARATION AND SUBMISSION OF REQUEST FOR PROPERTY OR SERVICES, WPA FORM 358

The procedure for requesting property or impersonal services requires the use of two forms:

1. *Request for Property or Services*, WPA Form 358.
2. *Requisition for Purchase*, Treasury Form A-6.

The use, preparation, and submission of WPA Form 358 and Treasury Form A-6 are prescribed in this part and in part III respectively.

Preparation and Use of WPA Form 358

WPA Form 358. —Use.

WPA Form 358 shall be used by State Work Projects Administrations for the following purposes:

1. To convey requests to the Supply Section from all operating units (a) for the delivery of property or impersonal services authorized for and needed by the requesting unit, and (b) for the removal of property from custody or the termination of services.
2. To document administrative approval of the items requested.
3. After approval by an authorized official, to serve as the basis for the preparation of property transfer orders and receipts, WPA Forms 740 and 740a, or *Requisition for Purchase*, Treasury Form A-6.

—Preparation. — —Responsibility.

The preparation of WPA Form 358 shall be the responsibility of the project supervisor in the case of an operating project, and of the designated division or section head in the case of an administrative or Supply Section unit. These officials shall be furnished with sufficient information as to the type, kind, and quantity of property or services authorized to be procured for units under their jurisdictions, in order to preclude unreasonable or unauthorized requests.

— —Requests From Sponsors' Special Cash Deposits.

Separate requests shall be prepared on WPA Form 358 for property or services to be purchased or rented from sponsors' special cash deposits in the United States Treasury.

— —Method of Procurement Not To Be Designated in WPA Form 358.

In requesting items on WPA Form 358, projects and other operating units shall specify merely the kind and quantity of property or service required and shall not attempt to designate the method by which it is to be procured. Determination as to whether the items are to be furnished from warehouse stock or rented or purchased through the Procurement Division is a function of the Supply Section.

Preparation of WPA Form 358 shall be as follows:

— —Heading.

Heading.—Entries are self-explanatory. Requests shall be numbered serially by the requesting unit.

— —Columnar.

Column 1.—Each item shall be numbered consecutively.

Columns 2 and 3.—Enter the quantity and the unit of measurement, respectively.

Column 4.—Enter items clearly described both as to specifications and intended use.

Columns 5 and 7.—Enter field estimates of the unit cost and the extended total cost, respectively, except when WPA Form 358 is used by operating units to request the removal of property from custody or the termination of services.

Columns 6, 8, and 9.—These columns shall be reserved for the use of the Supply Section.

— — —Continuation Sheets.

Continuation sheets are provided for use where additional space is needed to enter the items in columns 1-9.

WPA Form 358
FEDERAL WORKS AGENCY

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

REQUEST FOR PROPERTY OR SERVICES

W.P. No. _____
O.P. No. _____
Request No. _____
Sheet 1 of _____ sheets
Date _____

To: Warehouse (give location) _____
From: (Brief description and location of requesting project) _____

☐ Acquisition from { Federal / Sponsor } funds is requested of the following items for use on the project indicated.
☐ Release from custody is requested for the following items which are surplus to need of the indicated project.

Property will be { received / released } by: Name _____ Job address _____

Item No. (1)	Quantity (2)	Unit (3)	Description of item (state fully) (4)	Estimated unit cost		Estimated cost		740 or A-6 No. (9)
				Field (5)	Warehouse (6)	Field (7)	Warehouse (8)	
			Total (all sheets)					XXXXXXXX

Shipping instructions _____

Delivery dates _____

Approved: _____ (Date) _____ (Date)

(Signature of approving officer) (Signature of requesting officer)

(Date) _____

(Signature of warehouse superintendent or representative)

WPA Form 358a
FEDERAL WORKS AGENCY

REQUEST FOR PROPERTY OR SERVICES
(CONTINUATION SHEET)

W.P. No. _____
O.P. No. _____
Request No. _____
Sheet No. ____ of ____ sheets
Date _____

Item No. (1)	Quantity (2)	Unit (3)	Description of item (state fully) (4)	Estimated unit cost		Estimated cost		740 or A-6 No. (9)
				Field (5)	Warehouse (6)	Field (7)	Warehouse (8)	
								XXXXXXXXX

— —Shipping Instructions.

— —Delivery Dates.

All necessary shipping instructions shall be set forth in the space provided, and the dates on which the items of property or service will be required shall be indicated. WPA Forms 358 shall be submitted sufficiently in advance so that a reasonable period of time will be available for the transfer or procurement of the property or services.

— —Copies.

Each *Request for Property or Services,* **WPA Form 358,** shall be prepared in an original and three copies and signed by the project supervisor or unit head initiating the document. The initiating official shall dispatch the original and two copies to his immediate administrative superior for approval.

Certification and Submission of WPA Form 358

Certification of WPA Form 358.

The administrative official shall verify the following conditions before approving WPA Form 358.

—Items To Be Verified.

1. In the case of an operating project, that the property or service is necessary to carry out the purpose for which the project has been authorized. In the case of an administrative unit, that the property or service is necessary for authorized administrative purposes. In the case of a Supply Section unit, that the property or service is necessary for authorized Supply Section purposes.
2. That the quantities requested are needed at the time and place stated and that they are not in excess of reasonable needs.
3. That the items requested are sufficiently and accurately described to avoid errors in fulfilling the request, and to permit the preparation of intelligent detailed specifications in case it is necessary to submit *Requisition for Purchase*, Treasury Form A-6.
4. That the manner, time, and place of delivery are stated to the best advantage of the requesting unit and of the Federal Government.
5. That the types of property or services requested are the most economical obtainable for the purpose to be served.

—Approval Action To Be Charged Against Administrative Expense.

Verification of these conditions and approval of WPA Form 358 have administrative significance and invariably shall be accomplished as administrative functions. Review and approval action on requests from operating projects and administrative units shall be accomplished at administrative expense; they shall not be accomplished within the Supply Section or at the expense of operating projects or the Supply Fund Account. Any change made on WPA Form 358 by the approving officer shall be communicated by him to the initiating official.

Submission of WPA Form 358.

When signed by the approving official, the original and one copy of each WPA Form 358 shall be routed promptly to the Supply Section serving the area in which the requesting unit is located. When appropriate, WPA Forms 358 originating in administrative units shall be sent to the administrative stock room after administrative approval.

Action in Supply Section.

Action on approved *Request for Property or Services*, WPA Forms 358, when received within the Supply Section, shall be taken as specifically set forth elsewhere.[3] After such action has been taken, a copy of the WPA Form 358 will be returned to the originator so that he may be informed as to whether the request is to be fulfilled from property in stock or by a requisition submitted to the Procurement Division.

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[3]See appendix A, item 9-3.

PART III. PREPARATION AND SUBMISSION OF REQUISITION FOR PURCHASE, TREASURY FORM A-6

Treasury Form A-6.

Upon the determination that property or services are to be acquired through purchase or rental by the expenditure of Federal funds or of sponsors' funds deposited in the United States Treasury, the State Work Projects Administration shall provide for the acquisition of such property or services by the execution of *Requisition for Purchase*, Treasury Form A-6.

—Use.

Treasury Form A-6 shall be used by the State Administration for the following purposes:

1. To request the Procurement Division to procure certain property or services.
2. To document administrative approvals of certain purchase and rental transactions.

—Applicable Instructions.

General instructions regarding the preparation of Treasury Form A-6 are contained in this part. Special instructions regarding the preparation of requisitions for the procurement of expendable property, nonexpendable property, equipment rental services, and miscellaneous impersonal services, and regarding the accounts to be charged in procuring such items, are prescribed in parts IV, V, VI, and VII respectively.

Preparation of Treasury Form A-6

—Preparation.

— —Responsibility.

The preparation of Treasury Form A-6 chargeable to project or supply fund expense shall be a function of the Supply Section, and requisitions shall not be prepared in other locations or at other expense without the prior approval of the Chief Engineer.

— —Segregation by Types of Accounts.

Each requisition shall be limited to items to be charged directly to a single account. Whenever possible, however, requests for like items chargeable against the same account shall be consolidated into a single requisition.

— —Copies.

The number of copies of Treasury Form A-6 to be prepared is as follows: For purchases to be charged to the supply fund (1) requiring central office approval—original and 5 copies, (2) not requiring central office approval—original and 3 copies; for purchases to be charged to an operating project or

Form A-6 (Revised Oct. 8, 1936)
U. S. Treasury Department
Accounts and Deposits

REQUISITION FOR PURCHASE

Date _____, 19__

From: _____
(Authorized administrative official)
_____
(Department or administration)
_____
(City) (State)

To: Procurement Officer, U. S. Treasury Dept.

It is requested that the items of services or articles listed below be procured and charged to the appropriation, symbol, and title indicated.

Symbol _____
Title _____

Shipping instructions:

Date delivery required:

Purchase order No. _____
Requisition No. _____
Transaction code _____
Appropriation symbol _____
Official project No. _____
Administration project No. _____
Allotment (W. P.) No. _____
Location symbol _____
Agency class _____
Type of work _____

Item No.	Description	Number of units	Unit	Unit price	Amount
				Total,	

Approved _____
(Signature of approving officer)

(Signature of requisitioning officer)

(Encumbrance stamp only)

(Special approval if required)

to an administrative account (1) requiring central office approval—original and 6 copies, (2) not requiring central office approval—original and 4 copies.

— —Heading.

All spaces on the Treasury Form A-6 shall be filled in, as hereinafter provided:

Date.—Enter the date on which the requisition is prepared.

From.—Type on the first line of this space the name and title of the State Administrator; on the second line, "Work Projects Administration"; and on the third line, the city and State in which the State administrative office is located.

To.—Under "Procurement Officer, U. S. Treasury Department," enter the names of the city and State in which the appropriate officer is located.

Symbol.—Enter the symbol of the appropriation against which the transaction is to be charged. If the charge is to be made against sponsor's funds deposited with the United States Treasury, the caption "03.37 Disbursing Clerk's Cash—Special Deposit (Official Project No. _____)" shall be used.

Title.—Enter the title of the appropriation.

Purchase Order No.—If the requisition is requesting delivery of articles under an existing purchase order, give the number of the latter. Otherwise, leave the space blank.

Requisition No.—Enter the identification number. Requisition numbers shall be assigned in consecutive order and shall consist of the least number of digits compatible with the numbering system employed.

Transaction Code.—Leave this space blank.

Appropriation Symbol.—Enter the same symbol shown in the left side of the heading.

Official Project No.—Show the number of the operating project, Supply Fund Account, or Administrative Account, for which the articles are being obtained.

Administrative Project No.—Leave this space blank.

Allotment (W. P.) No.—Enter the number of the unit for which the articles are being procured.

Location Symbol.—Enter the location symbol as shown on WPA Form 764.

Agency Class.—Enter the program classification as shown on WPA Form 764.

Type of Work.—Enter the type-of-work symbol as shown on WPA Form 764.

Shipping Instructions.—Give the name, title, and official address by street, number, city, and State of the WPA employee authorized to receive delivery. Give detailed instructions regarding the method of shipment. If other persons than the consignee are to receive notification of shipment by vendor, give their names, titles, and addresses.

Date Delivery Required.—Show the date on which delivery is to be completed, or the period during which demand deliveries are to be made. Requisitions shall be prepared and submitted in sufficient time to allow a reasonable time for making delivery.

— —Item Arrangement.

Item No.—Where applicable, items on a requisition shall be arranged alphabetically by the classes set forth in the Index of Awards, General Schedule of Supplies of the Procurement Division, the items to be numbered consecutively in the left margin without regard to classes. Each item shall be entered on a single line. When requisitions call for various sizes of any one article, the quantity of each size shall be entered on a separate line, and each size given a separate item number.

— —Description of Items and Specifications.

Description.—In describing items, Federal specifications should be used whenever practicable. These standards may be incorporated into requisitions by reference to the proper specification number. Copies of Federal specifications necessary to meet the normal requirements of the State Work Projects Administration may be secured upon request to the Procurement Officer. Where an adequate description cannot be provided by reference to some recognized standard, a statement describing the necessary requirements in ample detail but without restricting possible competition should accompany the requisitions, together with sketches or drawings if required.

— — —Samples.

The description "as per sample" shall be avoided unless it is possible to send a sample to every prospective bidder requesting it. In cases where the use of samples cannot be avoided and a sample cannot be sent to every prospective bidder, the requisition shall state where the sample may be inspected.

— — —Use of Trade Names and Catalogues.

The term "best commercial quality" shall not be used in describing articles requisitioned. Trade names should be used only where necessary (except in the case of proprietary items), and shall be clearly indicated by a statement to the effect that the use of trade names is for description only. Reference to catalogues may be made, but in such cases a copy of the

catalogue shall accompany the requisition or, in lieu thereof, the requisition shall state the place where such a catalogue may be obtained or the name and address of the manufacturer. In addition, the following provision shall be stipulated under the item(s) concerned:

— — — —Open-Bid Clause.

> The reference made to the above-mentioned catalogue is intended to be descriptive but not restrictive and only to indicate to prospective bidders articles that will be satisfactory.

— — —Proprietary Clause.

Requisitions proprietary to a single company shall bear the following form in providing the statement of justification required by part I of this chapter.

> The above-mentioned material is proprietary to the _____ Company, and no other will meet the requirements of the service for the reasons that _____
>
> _____
>
> _____
> (Signature of requisitioning officer)

— — —Test

Requisitions covering items requiring physical or chemical tests to determine compliance with specifications shall specify whether the Government is to make its own tests or whether the vendor shall furnish a testing certificate from a commercial laboratory. When the vendor is to be required to furnish such a certificate, the following clause shall be inserted in the purchase requisition:

> The vendor shall furnish, at his own expense, a certificate from an acceptable commercial testing laboratory indicating that the material furnished complies with the purchase specifications in every respect.

Other instructions regarding test requirements are contained in the special sections of parts IV, V, and VI dealing with specific items.

— —General Schedule of Supplies.

— — —Nature.

The General Schedule of Supplies comprises a series of contracts entered into with vendors by the Procurement Division of the United States Treasury Department under which the vendors agree to furnish at contracted prices, materials, supplies, etc., if and when needed, of the types normally purchased in large quantities by Government departments and agencies. One complete set of the General Schedule of Supplies shall be kept on file at each location where requisitions are prepared. Copies may be obtained through application to the Chief Engineer, Work Projects Administration, Washington, D. C.

— — —Use.

Except with respect to the classes indicated in the following paragraph, the use of the General Schedule of Supplies is not mandatory as a source of supply for Procurement Officers. The schedule is useful, however, both to the State Work Projects Administration and to the Procurement Officers, as a price guide and as a means of determining adequacy of specifications. *The issuance of invitations to bid is unnecessary when purchases are made from the General Schedule of Supplies.*

— — —Mandatory Items.

Certain items termed "Mandatory Items" will be obtained by the Procurement Offices only under the General Schedule of Supplies. Requisitions for such items shall give the class number and the name of the vendor holding the contract. A list of mandatory items is contained in the Procurement Division Manual of Procedure.

— — —Items for Permanent Installation.

Requisitions for the purchase of nonexpendable items for permanent installation in projects shall be designated on the requisition as "For permanent installation in project."

More detailed instructions regarding the description of various kinds of items are contained in parts IV, V, VI, and VII.

— —Quantities.

— — —Variant Clauses.

Number of Units.—This column shall show the number of units of each type and size desired. In cases where it is impossible to determine the exact quantity of a commodity or service required and it is desired to have the option of increasing or decreasing by 25 percent the estimated amount shown on the requisition, a statement to this effect shall be included in the requisition.

— —Unit of Measure.

Unit.—Give the unit of measure employed, such as pound, cubic foot, linear foot, gallon, barrel, etc.

— —Unit Price.

Unit Price.—Show the estimated cost per pound, per cubic foot, etc., based on market prices or Government cost records.

— —Total Costs.

Amount.—Enter on each line the total estimated cost of the items listed on that line. Include the cost of transportation to destination, either as a segregated lump sum or as a part of each total cost. Show the total cost of all items in the space provided.

— —Signatures.

Approved.—These spaces shall bear the signature of the officials indicated in the following section.

— —Encumbrance Stamp.

Encumbrance Stamp.—Reserve this space for use by the Division of Finance.

— —Special Approval.

Special Approval.—Leave this space blank. It is reserved for action by the WPA central office in Washington, D. C.

Certification and Submission of Treasury Form A-6

Certification of Treasury Form A-6.

—Propriety of Purchase.

—Specimen Signatures.

Each *Requisition for Purchase,* Treasury Form A-6, shall be signed by the person preparing the requisition and by a duly authorized approving officer. The approving officer shall also initial the statement that the items requested have been checked for "propriety of purchase" as required by the instructions on pages 4.5.012-4.5.013. Specimen signatures of persons authorized to approve requisitions shall be on file in the Treasury State Accounts Office and with the State or Regional Procurement Officer.

Submission of Treasury Form A-6.

Instructions are set forth in the following subsections regarding the procedure to be followed where the requisition (1) does not require central office approval, (2) requires central office approval and is not chargeable to administrative funds, and (3) requires central office approval and is chargeable to administrative funds.

—Requisitions Not Requiring Central Office Approval.

Submission of Requisitions Not Requiring Central Office Approval.—When central office approval is not required, the original and two copies of the requisition shall be submitted to the State Division of Finance for encumbrance of funds. One copy shall be retained by the office preparing the requisition, and, in the case of purchases to be charged directly to an operating unit, one copy of the requisition shall be forwarded to the unit supervisor.

The State Division of Finance shall forward the encumbered original of the requisition directly to the Procurement Office and shall forward one copy to the Treasury State Accounts Office.

— —Exceeding of Encumbrance.

The Procurement Division will return requisitions for correction (1) when the specifications are insufficient to permit intelligent purchase, (2) when the time and place of delivery are not specifically stated, or (3) at the request of the requisitioning officer when such request is received before a contract is executed. Whenever the lowest acceptable bid received exceeds the amount of the requisition encumbrance by more than 10 percent, the State Administration will be advised so that provision may be made to increase the encumbrance or to cancel the requisition as provided on page 2.9.020.

—Requisitions Requiring Central Office Approval, Not Administrative.

Submission of Requisitions Requiring Central Office Approval and Not Chargeable to Administrative Funds.—When central office approval is required and the requisition is not chargeable to administrative funds, the original and four copies of the requisition shall be submitted to the State Division of Finance for encumbrance of funds. One copy shall be retained by the office preparing the requisition, and, in the case of purchase to be charged directly to an operating unit, one copy shall be forwarded to the unit supervisor.

The State Division of Finance shall forward the encumbered original of the requisition and two copies to the regional office for the attention of the appropriate officer, and shall forward one copy to the Treasury State Accounts Office. The regional office shall forward the original and one copy, together with its recommendations, to the appropriate Assistant Commissioner. In recommending approval or disapproval of requisitions, regional offices shall indicate briefly the reasons for their agreement or disagreement with the requests of the State Administration.

The routing of such requisitions shall be as follows:

— —Supply Fund and Division of Operations.

1. Requisitions encumbered against the Supply Fund Account or against funds of projects under the Division of Operations, excluding requisitions for furniture and office equipment requiring central office approval, shall be submitted through the Chief Regional Engineer to the Assistant Commissioner in charge of the Engineering and Project Control Divisions, Washington, D. C.

— —Division of Community Service Programs.

2. Requisitions encumbered against funds of projects under the Division of Community Service Programs, excluding requisitions for furniture and office equipment requiring central office approval, shall be submitted through the Chief Regional Supervisor for that Division to the Assistant Commissioner in charge of the Division of Community Service Programs.

— —Division of Administration.

3. Requisitions for furniture and office equipment encumbered against the Supply Fund Account or against funds of projects shall be submitted through the Regional Administrative Officer to the Assistant Commissioner in charge of the Division of Administration.

— —Action by Central Office.

If approved, the original of the requisition will be forwarded to the Procurement Division in Washington for purchase action. Notice of approval or disapproval will be sent directly to the State Administrator, and a copy will be sent to the regional office. Dependent upon the type of purchase involved, the Procurement Division may effect purchase in Washington, or the requisitions may be forwarded to the local Procurement Officer for purchase action. Requisitions disapproved by the central office of the Work Projects Administration will be returned to the State Administration for cancellation.

— —Check for Surplus Property.

All requisitions for the purchase of furniture and office equipment, when received in the central office, will be checked against records of surplus property maintained by the Assistant Commissioner in charge of the Division of Administration. No such property shall be purchased if the items requested are available in surplus stocks within economical shipping distances of the requesting unit. Items available shall be ordered transferred.

—Requisitions Requiring Central Office Approval, Chargeable to Administrative Funds.

Submission of Requisitions Chargeable to Administrative Funds and Requiring Central Office Approval.—Requisitions chargeable to administrative funds and requiring central office approval shall not be encumbered prior to approval by the central office. Such requisitions shall be prepared in an original and five copies. The original and two copies shall be submitted to the Regional Administrative Officer. The other copies shall be retained by the office preparing the requisition pending action by the regional and central offices.

The regional office shall forward the original and one copy of the requisition, together with its recommendations, to the Director of the Administrative Service Section of the central office.

If approved, the original of the requisition will be returned to the State Administration, and notice of the approval will be sent to the regional office. Upon receipt of the approved requisition, the original and two copies shall be submitted to the State Division of Finance for encumbrance. The State Division of Finance shall forward the encumbered original directly to the Procurement Office and one copy to the Treasury State Accounts Office..

If the requisition is disapproved, the original will be returned to the State Administration, and notice of the disapproval will be sent to the regional office.

Adjustment and Cancellation of Requisition Encumbrances

Adjustment of Requisition to Cost of Purchase.

—Allowable Excess.

When the purchase cost of items requisitioned exceeds the encumbered amount by 10 percent or less, the Procurement Division may proceed to make the purchase without prior increase of the encumbrance unless it has been stipulated in the requisition that no award shall be made in excess of the amount of the requisition encumbrance.

— —Subsequent Adjustment of Encumbrance.

In those cases where the Procurement Division may proceed with the purchase without prior increase of the encumbrance, adjustment of the encumbrance shall be effected by the Division of Finance upon receipt of a copy of the *Purchase Order*, Treasury Form A-7.

— —Prior Adjustment of Encumbrances.

When the cost of purchase of items requisitioned exceeds the encumbered amount by more than 10 percent, or when the cost exceeds the encumbered amount specifically fixed as maximum by the requisitioning officer, the Procurement Division will so inform the requisitioning officer and will withhold action on the requisition pending the receipt of further advice. In such instances the requisitioning officer shall determine whether (1) the encumbrance shall be increased, (2) quantities shall be reduced or an item(s) eliminated so that purchase may be effected within the encumbered amount, or (3) the requisition shall be canceled.

— — —Reduction in Items.

If it is determined to revise the requisition, the requisitioning officer shall notify the Procurement Division in writing as to the revision to be made in quantities or items.

— — —Increase in Encumbrance.

— — —Cancellation of Requisition.

If it is decided to increase the encumbrance or to cancel the requisition, the requisitioning officer shall execute *Change in Encumbrance*, Treasury Form A-5a, and submit the original and two copies, together with a copy of the Procurement Division's notification, to the Division of Finance for transmittal to the Procurement Division. One copy may be provided for the operating project in cases where the requisition was based upon WPA Form 358 submitted by the project. Instructions regarding the preparation of Treasury Form A-5a are given on page 4.2.082 of volume 4.

— —Other Reasons.

Requests for cancellation or reduction of a requisition encumbrance in all other cases shall be made in a letter submitted by the requisitioning officer to the Procurement Division. An explanation of the reason for requesting the cancellation or reduction shall be incorporated in the letter.

— — —Where No Obligation Has Been Incurred.

If no obligation has been incurred against the requisition in question, a certification to that effect will be made to the requisitioning officer by the Procurement Division. Upon the receipt of such certification the requisitioning officer shall execute *Change in Encumbrance*, Treasury Form A-5a, and submit the original and two copies of the form, together with a copy of the Procurement Division's certification, to the Division of Finance.

— — —Where Obligation Has Been Incurred.

If an obligation has been incurred against the requisition, the Procurement Division will endeavor to obtain the vendor's agreement to the cancellation or adjustment requested. If the vendor refuses to agree, the responsibility for determining whether the cancellation or reduction shall be effected is a function of the Procurement Division. Ordinarily, contracts will not be canceled or reduced when such action is likely to result in claims against the Government. However, if the Procurement Division approves of the cancellation or reduction, that agency will issue *Notice of Adjustment*, SPO Form 24, or *Notice of Cancellation*, SPO Form 6, depending upon the request and the approval granted, and the form will be routed in the same manner as the *Purchase Order*, Treasury Form A-7. Upon receipt of copy of such a notice, the Division of Finance will effect the necessary encumbrance adjustment.

— — —Equipment Rental.

In the case of a request for cancellation or reduction of a requisition encumbrance for the rental of equipment where a purchase order has been issued, the requisitioning officer shall include in his request for change a statement of the exact amount of service performed, if any, and either a statement that no further service will be performed or an indication of the amount of working time to be canceled.

— — —Defaulting Contractor.

In cases where a purchase order stipulating a definite number of hours, days, or months for the rental of equipment has been issued, and, for one reason or another, the contractor does not complete the services and a replacement of equipment is desired, the requisitioning officer shall prepare and send to the Procurement Division a letter requesting replacement of the defaulting contractor's equipment, if any, and a statement that no further services will be required of the defaulting contractor. The unused portion of the purchase order will then be canceled by the Procurement Division by issuance of *Notice of Cancellation*, SPO Form 6, and a new purchase order for the unused period may be issued to another contractor.

PART IV. PURCHASE OF EXPENDABLE PROPERTY

Account To Be Charged in Purchasing Expendable Property.

Purchases of expendable property with Federal funds may be charged to an operating unit or to the Supply Fund Account and subsequently transferred to operating units with appropriate exchanges of funds. Usually, purchases of expendable property shall be charged directly to the requesting unit, but in acting upon several requests for like expendable property, a consolidated purchase requisition chargeable to the Supply Fund Account shall be utilized. As a general rule the Supply Fund Account shall not be used as a medium for purchasing supplies for administrative units.

Delivery of Property.

When property is purchased for operating units through the Supply Fund Account, delivery usually should be made by the vendor(s) directly to operating sites. However, delivery may be made to Supply Section warehouses for subsequent redelivery to the requesting units where necessary.

Only Standard Items To Be Purchased.

In purchasing expendable property for warehouse stock, State Administrations shall procure, so far as practicable, only standard articles which are suitable for use on a number of projects.

Special Instructions.

Special instructions regarding the purchase of certain types of expendable property are prescribed in the following sections. These instructions are supplementary to, and not in modification of, the general instructions previously given. Detailed instructions regarding the procurement of printing and binding work are contained in volume 1, pages 1.6.039-1.6.043.

Blanket Requisition for Purchases of Large Quantities

Blanket Requisitions. —Purpose.

When it is determined as provided in part I that a blanket requisition is to be executed for purchase of a large quantity of a specific commodity, it shall be executed in accordance with the following instructions.

—Preparation and Submission.

A blanket requisition shall be drawn against only one account and generally shall be limited to the quantity for which delivery will be required within 120 days. However, this period may not extend beyond the end of the current fiscal year. Blanket requisitions shall be prepared on *Requisition for Purchase*, Treasury Form A-6, in the same detail as to specifications and with the same accuracy as all other requisitions. In preparing such blanket requisitions, the words "When and if required" shall be entered in the space provided for "Delivery date" on Treasury Form A-6. Such requisitions shall be numbered in separate numerical sequence prefixed by the letter "B" so as to distinguish them from other types of requisitions. Blanket requisitions not requiring a definite quantity or amount of service to be delivered shall be submitted to the appropriate Procurement Officer without being encumbered although the total estimated cost shall be shown.

—Preparation and Submission of Encumbering Requisitions.

There shall be prepared and transmitted with each such blanket requisition an encumbering requisition setting forth the quantity and delivery date for that portion of the total quantity which shall be delivered as soon as the blanket contract is executed. The encumbering requisition accompanying the blanket requisition shall (1) be numbered in the established numerical sequence, (2) refer to the blanket requisition to which it applies, and (3) establish an encumbrance for the estimated cost of the quantity thereon.

—Award of Contract.

Upon receipt and approval of such a blanket requisition, the Procurement Division will execute a contract for the purchase of the quantity required. The Procurement Division will include a stipulation in the contract that

— —Purchase Order for Immediate Requirements.

— —Subsequent Requirements.

deliveries shall be effected only upon receipt by the vendor of a duly executed *Purchase Order,* **Treasury Form A-7.** Such a purchase order will be issued initially only for that portion of the total quantity which is to be delivered at once, as requested by the encumbering requisition accompanying the blanket requisition. When a second shipment is required, another encumbering requisition covering the quantity desired shall be prepared, encumbered, and submitted to the appropriate Procurement Officer.

Articles for Art and Music Projects

Procurement for Art Projects.

An exception to the general regulations prohibiting restrictive purchases is permitted in the procurement of art supplies required by art projects. Art supplies or articles of a proprietary nature or of a type or quality not readily available under the standard competitive bidding procedure may be purchased by the Procurement Division of the United States Treasury Department without advertising. Requisitions for such purchases shall be submitted in the manner prescribed in the following paragraphs.

—Proprietary Articles.

— —Submission of Requisitions.

If the total value of the items requested is less than $300, the *Request for Property or Services*, WPA Form 358, shall be approved by the State Director, Division of Professional and Service Projects, prior to submission to the Supply Section. Upon receipt of such a properly approved request, the Supply Section may proceed to execute and process a *Requisition for Purchase*, Treasury Form A-6, in the usual manner.

— — —Aggregating Less Than $300.

If the total value of the items requested is $300 or more, the *Requisition for Purchase*, Treasury Form A-6, shall be prepared by the Supply Section and submitted to the State Director, Division of Professional and Service Projects, prior to encumbrance. Justification of the necessity and propriety of the proposed purchase shall be submitted with the requisition. Upon approval by the State Director, the requisition shall be encumbered by the Finance Division and submitted to the regional office in accordance with the procedure prescribed on page 2.9.018 for obtaining the approval of the Federal Work Projects Administration.

— — —Aggregating More Than $300.

Both the request on WPA Form 358 and the requisition on Treasury Form A-6 for proprietary articles shall include the proprietary statement prescribed on page 2.9.017. Standard articles which are to be purchased for the art projects in accordance with the usual procedure shall not be included on WPA Form 358 or Treasury Form A-6 with proprietary articles. Whenever possible, the names of at least three dealers who carry the supplies shall be furnished in order to permit the Procurement Division to obtain bids.

— —Proprietary Clause.

— —Segregation of Proprietary Articles From Standard Articles.

— —Names of Dealers.

It shall be the responsibility of the State Administrator to control the special purchasing procedure provided for use in connection with art and music projects so that it is not used for articles required by the art projects which can be readily obtained through standard procurement procedure, and so that it is not used to make two or more successive purchases having a combined value of $300 or more in order to defeat the intent of section 3709, Revised Statutes.

— —Restriction of Procedure to Necessary Cases.

The exception provided herein does not permit the purchase of foreign-made materials. Such purchases may be made only under the "Domestic Origin" statute which is discussed on page 2.9.007.

— —Foreign Materials.

At the discretion of the State Work Projects Administrator the special procedures for small purchases of supplies permitted by page 2.9.027 may also be made applicable to art projects and craft projects. Individual purchases in such cases, however, shall not exceed $25.

—Small Purchases of Supplies.

Procurement for Music Projects.

Normal purchasing of materials, supplies, equipment, and services for music projects, whether charged against Federal funds or against funds in a Sponsor's Special Deposit Account, shall be effected through the submission of requisitions to the Procurement Division of the United States Treasury Department. However, in order to cover emergency situations and other situations in which the normal purchasing procedure would seriously hamper the operations of the music project, special procurement authority may be given by the State Administrator to the Business Manager of Music Projects for making purchases in

—General Policy.

— —Special Authority.

accordance with the provisions hereinafter prescribed, but such special authority shall be given only with the approval of the State Director of Finance and of the State Director of Professional and Service Projects, and it shall be limited to cases where procurement may not conveniently be effected by the sponsor or his agent.

—Small Purchases for Music Projects.

The Business Manager may be given authority to make purchases in the same manner as described on page 2.9.027, in which case the procedure therein outlined shall be modified to permit purchases from any available vendors. The amount of the requisition shall in no case exceed $150 for 3 months' use except with the prior written approval of the Assistant Commissioner, Division of Professional and Service Projects, Washington, D. C. A new requisition shall be issued every 3 months.

— —Limitations.

The use of this procedure shall be limited to the purchase of small items of equipment, materials, supplies, or services, and to the emergency purchase of such items, or to the types of purchasing where the use of regular procurement channels is impracticable.

—Rental Contracts.

— —Permissible Uses.

Space required for office purposes, for rehearsal, or for performances shall normally be leased through the Procurement Division of the United States Treasury. Since the Procurement Division will not normally lease space for periods of less than 30 days, this class of rental shall be handled by the Business Manager through license agreements. This authority shall not be used to rent space for periods of 30 days or more through continuous renewals.

— —Percentage-Sharing Agreements.

The Business Manager shall not enter into percentage-sharing agreements with lessors or other participants. Arrangements for division of admission receipts may be made only by a sponsor in accordance with the provisions found elsewhere.[4]

— —Prohibited Uses.

Office space and storage space shall not be rented under license agreements.

—Advertising.

Contracts for advertising, if made, shall be made by the Business Manager. For purposes of this paragraph, advertising includes newspaper advertising, posters, placards, throw-aways, and other similar items. Expenditures for advertising shall be charged only to Sponsors' Special Cash Deposit Accounts as appropriated funds may not be used for this purpose.

—Purchases of Music and Music Rights.

The Business Manager may be given authority to purchase musical scores, arrangements, sheet music, etc.

— —Royalties.

Where music performances may not be given without payment of a royalty for production rights, all royalty contracts shall be made by the Business Manager. The royalty costs shall be kept at a minimum. In no case shall the royalty for the use of any one complete orchestration be in excess of $25 for 1 week's use, except with the prior written approval of the Assistant Commissioner, Division of Professional and Service Projects, Washington, D. C.

Where operas, operettas, light operas, etc., are produced by a music project the rental or royalty cost of the music shall not exceed $50 per week, and where separate charge is made for the use of a script the royalty shall not exceed $50 per week except with the prior written approval of the Assistant Commissioner, Division of Professional and Service Projects, Washington, D. C.

— —Exclusive Rights.

Under no circumstances shall exclusive performance rights to music be purchased.

—Transportation.

Where adequate arrangements may not be made through the Procurement Division of the Treasury for group transportation of musicians, instruments, etc., the Business Manager may be given authority to procure such services.

[4] See appendix A, item 9-4.

Food Supplies and Materials for Household Workers' Training Projects and School-Lunch and Nursery-School Projects

—Modification of General Instructions.

Modification of general procurement instructions is contained in this section to permit arrangements with the Procurement Division of the United States Treasury Department for the direct purchase by the project supervisor or other designated WPA employee of miscellaneous food supplies and materials required for immediate delivery on household workers' training projects, housekeeping-aide projects, school-lunch projects, and nursery-school projects. These provisions shall not be construed to authorize deviation from the regular procurement procedure in those cases where it is possible to anticipate the needs of the project and to submit requisitions for definite quantities to the Procurement Division in the usual manner.

— —Restriction.

—Requests for Authority.

Requests for authority for the project supervisor or other designated WPA employee to make direct purchases of miscellaneous food supplies and materials for household workers' training projects and school-lunch and nursery-school projects shall be initiated on *Request for Property or Services*, WPA Form 358, which shall contain the following wording in the body of the form:

— —Wording.

> Miscellaneous food supplies and materials for household workers' training project (or school-lunch or nursery-school project) at (address, city, State), for the months of _____ to _____, inclusive, in the amount of $_____.

— —Period.

— —Purchaser.

— —Approval.

The period designated shall be limited to not more than 3 months. The WPA employee to make the purchases under the authorization requested shall be designated and his title stated. Such requests shall be approved by the State Director of Professional and Service Projects prior to submission to the Supply Section.

—Execution of Requisition.

Upon receipt of such a properly approved request, the Supply Section shall execute and submit *Requisition for Purchase*, Treasury Form A-6, in the usual manner, including therein the statement and designation provided in the approved WPA Form 358.

—Authorization by Procurement Division.

The Procurement Officer will authorize the designated buyer to make the necessary purchases locally, limiting his dealings to three vendors, and will also furnish correct certification for invoices. Individual purchases under such authorization shall not exceed $299.99.

—Dealers' Bills.

—Receiving and Inspection Reports.

Dealers' bills, in quadruplicate with the original properly certified, shall be secured by the buyer at the end of each month and submitted to the Procurement Division with a properly executed *Receiving and Inspection Report*, Treasury Form A-8.

—Specimen Signatures.

Three copies of *Specimen Signature Card*, Treasury Form A-11, shall be prepared by the State Work Projects Administration for each of such authorized buyers and submitted to the appropriate Procurement Officer for distribution as follows: two to be sent to the Treasury State Accounts Office, and one to be retained by the Procurement Officer.

Cotton Textiles

Cotton Textiles —Nation-wide Requisitions.

Cotton textiles required by State Work Projects Administrations for the operation of sewing projects will be purchased centrally by the Procurement Division, Washington, D. C., on an f.o.b. destination basis, pursuant to Nation-wide requisitions executed by the Federal Work Projects Administration.

— —Executed Quarterly.

Such Nation-wide requisitions will be executed quarterly by the Federal Work Projects Administration to cover textile requirements for the quarterly periods beginning January 1, April 1, July 1, and October 1.

—WPA Form 391.

State Administrations shall not execute *Requisition for Purchase,* **Treasury Form A-6,** for the purchase of cotton textiles, but shall advise the Federal Work Projects Administration of their requirements for each quarterly period on *Request for Purchase of Cotton Textiles Through Central Supply Fund,* **WPA Form 391.**

— —Encumbrances.

Tentative encumbrances in amounts equal to the estimated costs of textiles requested on WPA Form 391 to insure the availability of project limitation and nonlabor budget balances shall be established by the State Administration when the requests are submitted. Such encumbrances being provisional are not recorded against expenditure symbol accounts nor are they included in statements of encumbrances in financial reports. They are not taken into consideration in determining man-month nonlabor costs; a portion of the budget and project limitation is in effect reserved for the latter encumbrances. The central office of the Work Projects Administration will bill the States subject to subsequent adjustments by means of *Voucher for Adjustments Between Appropriations and/or Funds,* **Standard Forms 1080.** This adjustment voucher will be sent to the State Administrations and then shall be treated as a simultaneous liquidation and encumbrance, whereupon the tentative encumbrances made earlier shall be reduced. Detailed instructions pertaining to the manner of recording and liquidating tentative encumbrances are found in General Letter No. 323.

— —Against Supply Fund Account or State-wide Sewing Project.

The State Administrator shall establish the encumbrance against the sewing project except where more than one official project for sewing is operated in the State, in which latter case the encumbrance shall be established against the Supply Fund.

— —Preparation.

— — —Use of Textile List.

The cotton textiles available for purchase for each quarterly period, together with the estimated cost per yard, will be listed by the Federal Work Projects Administration on WPA Form 391, copies of which will be sent to each State Administration in sufficient time to permit submission of the State's order 4 months in advance of the quarterly period for which the textiles are to be purchased.

— — —Quantities.

— — —Estimated Costs.

Upon receipt of WPA Form 391, the State Administration shall designate thereon the quantities of each type of textile required for the quarterly period in question and shall complete the spaces provided for showing total yardage and the estimated costs. The information as to estimated costs shall be used by the State Administration to determine the amount of tentative encumbrance against project and State program budget nonlabor limitations and the effect of the proposed purchase on the statutory nonlabor limitation.

— — —Several Consignees.

Where shipments are to be made to more than one consignee, a separate order shall be prepared on WPA Form 391 for the textiles to be shipped to each consignee. In such cases a summary statement of the total quantities ordered shall be prepared on a separate WPA Form 391 which shall be marked "State Recapitulation."

— — —Signature.

Each completed form shall be signed by the State Director of the Division of Professional and Service Projects and by the State Administrator.

— —Textiles Not Listed.

Requests for types of cotton textiles not listed on WPA Form 391 as released to State Administrations will be given consideration by the Federal Work Projects Administration, but it is urged that every effort be made to have sponsors furnish types of textiles required which are not listed as "available" on the form.

— —Certification.

WPA Form 391 contains a certification (1) that the nonlabor limitation for which textiles are required are sufficient to cover the estimated cost of the textiles, and (2) that the funds to be expended for the purchase of the textiles ordered will not result in the statutory nonlabor limitation being exceeded. Before WPA Forms 391 are submitted, the State Administrator is normally required to execute this certification. If the present project limitation is insufficient to cover the purchase, that portion of the certification relating to availability of project limitation shall be crossed out, and a

Federal Works Agency
WPA Form 391

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

REQUEST FOR PURCHASE OF COTTON TEXTILES THROUGH CENTRAL SUPPLY FUND

For period from _____ through _____ 19__

Ship to: Name of consignee _____
Street address _____
City and State _____

Type of material	Yardage	Type of material	Yardage
Birdseye, 27"		Pajama checks, 36", white	
Broadcloth, white, 36", unshrunk		Percale, solid colors	
Broadcloth, white, 35", shrunk		Percale, dress prints	
Broadcloth, shirting colors (blue, gray, tan), 36", unshrunk		Percale, shirting patterns, unshrunk	
Broadcloth, shirting colors (blue, gray, tan), 35", shrunk		Percale, shirting patterns, shrunk	
Broadcloth, assorted light and dark colors for women's and children's wear		Pique	
Chambray, type A, 36", shrunk		Plisse crepe, white and pastel shades	
Chambray, type A, 28", fancy, unshrunk		Plisse crepe, printed, (children's dresses)	
Chambray, type A, 25½" to 26", fancy, shrunk		Pocket drill, 6.4 oz.	
Chambray, heavy, 4.6 oz., 27", unshrunk, fancy and plaids		Prints, 72 x 64	
Chambray, heavy, 24½" to 25", shrunk, fancy and plaids		Prints, 66 x 54 (comforter covering)	
Colored sheeting, 4.8 oz., 36"		Seersucker, striped, 3 oz., 35" to 36"	
Corduroy, 7.5 oz., women's wear		Sheeting, unbleached, 45"	
Corduroy, 10 oz., children's wear		Sheeting, unbleached, 90"	
Corduroy, 12 oz., men's wear		Shirt collar interlining	
Cottonade suiting, 8.25 oz., 30" shrunk		Shirting flannel, plaid, 5.8 oz., 36" shrunk	
Covert, 3.00 weight, 35" to 36", shrunk		Silesia, 4.4 oz. 36", brown and gray	
Covert, 2.00 weight, 36", shrunk		Toweling, huck	
Denim, 2.00, shrunk		Toweling, terry	
Dimity, printed		Tweed suiting, 6.8 oz. shrunk	
Gingham, 32", plaids, unshrunk		Twill, khaki, 7.5 oz., shrunk	
Gingham, 30", plaids, shrunk		Twill suiting, 5.9 oz., shrunk, assorted colors and stripes	
Gingham, 32", checks, unshrunk		Whipcord, 8.5 oz., 30", shrunk	
Gingham, 30", checks, shrunk		Whipcord, 10 oz., 30", shrunk	
Hickory stripes, 5.2 oz., 36", unshrunk		ADDITIONAL MATERIALS	
Hickory stripes, 5.6 oz., 35" to 36", shrunk		(Requests for materials not listed will be given consideration but it is recommended that special requirements be met by sponsor's purchases if possible.)	
Lawn, white			
Muslin, bleached			
Muslin, unbleached			
Nainsook, white, 94" x 78"			
Outing flannel, 3.5, 27", white			
Outing flannel, 3.5, 27", light colors		Total yardage	
Outing flannel, 4.3, 36", white		Estimated cost of:	
Outing flannel, 4.3, 36", light colors		Corduroy yd. @ ¢	$
Outing flannel, 4.3, 36", dark colors		All other yd. @ ¢	$
Outing flannel, 4.3, 36", stripes		Total estimated cost	$

Date _____ Date _____

Approved _____
Chief Regional Supervisor, Division of Professional and Service Projects

(Signed) _____
State Director, Division of Professional and Service Projects

Certification is made that project limitations are sufficient to cover the estimated cost of the materials ordered and that the statutory nonlabor limitation of $6 per month per worker, based on the average for the fiscal year under contemplated operations, will not be exceeded as a result of the purchase of the materials.

(Signed) _____
State Administrator.

(This form to be typed locally)

statement shall be submitted indicating the status of supplementary proposals or project applications in process.

— —Submission.

— — —Routing.

Requests on WPA Form 391 shall be numbered consecutively and submitted to the central office at least 4 months in advance of the quarterly period for which the textiles are required. The request(s) on WPA Form 391 containing the aforementioned State Administrator's certification shall be submitted in duplicate to the regional office for the attention of the Chief Regional Supervisor of the Division of Professional and Service Projects. A copy of the request also shall be submitted to the State Division of Finance. The originals of the request(s) will be forwarded by the Chief Regional Supervisor of the Division of Professional and Service Projects, together with recommendations, to the Assistant Commissioner, Division of Professional and Service Projects, Washington, D. C.

—Award of Contract.

— —Contract Award Sheet.

— —Notification of Consignees.

When the purchase contract is let by the Procurement Division, Washington, D. C., copies of the *Contract Award Sheet*, **Procurement Division Form P-8**, will be sent to the State Administrator, the State Director of the Division of Professional and Service Projects, and the State Director of Finance, by the Division of Professional and Service Projects, Washington, D. C. The consignees will be notified of shipments in transit by means of *Government Inspector's Report*, **QMC Form 430.**

—Supplementary Requests.

In the event that changed operating conditions necessitate securing larger quantities of textiles than have previously been requested for a given quarterly period, a supplementary WPA Form 391 shall be prepared and submitted in the same manner as the original form. Every effort shall be made, however, to anticipate possible changes in operating conditions to the end that the quarterly requests cover all contingencies.

Repairs and Spare Parts

Repairs and Spare Parts.

—Certification and Citation Required.

— —On Property Owned or Used Exclusively by Government.

— —Except on Property Loaned by Political Subdivisions.

Requisitions for the repair of real property occupied by the State Work Projects Administration shall bear a statement thereon to the effect that the repair is required either for Government-owned property or for property being used exclusively by the State Work Projects Administration. A citation to the lease or rental agreement involved shall be shown if the property is not Government owned. Repairs for real property under a lease or rental agreement shall not be requisitioned unless the lease or rental agreement specifies that the Government shall be responsible for repairs, or unless minor repairs are necessary in order that property loaned or made available to the Work Projects Administration by political subdivisions may be returned in as good condition as received, ordinary wear and tear excepted. In the latter case the citation is not required. In no case, however, shall the State Work Projects Administration undertake major repairs or replacements in connection with property loaned by political subdivisions. Other regulations regarding the repair of rented property are given in volume 1, page 1.6.052.

— —Passenger Vehicles.

Federal regulations provide that expenses for the repair and maintenance of each motor-propelled passenger-carrying Government-owned vehicle (exclusive of busses and ambulances) during any fiscal year shall not be more than one-third of the market price of a new vehicle of the same make and class, and in no case in excess of $400. The market price to be considered is the price at which vehicles of the same make and class are commonly sold to the public by regular dealers at or near the point of use, or in other words, the local retail price. The cost of garage rent, pay of operators, tires, fuels, and lubricants have been excluded from this limitation. *All other costs* of maintenance, upkeep, and repair come within the limitation, however, and work of this nature shall not be performed on any motor-propelled passenger-carrying vehicle (exclusive of busses and ambulances) if the cost thereof during the fiscal year will exceed the statutory limitation. To insure compliance with these regulations, standard procedure is provided elsewhere in these regulations[5] for keeping cost records on such repairs and for checking requisitions against those records where necessary.

—Spare Parts.

—Motors.

— —Trade-in.

— — —Amount of Encumbrance.

Requisitions for spare parts or for the repair of equipment shall show the make, year, model, engine number, and license number, if any, of the equipment. Where spare parts are requisitioned for stock, such fact shall be stated on the requisition. When a new or reconditioned motor is requisitioned to replace a used motor in Government-owned equipment, the requisition shall state whether or not the used motor is available for trade-in, and shall describe its general condition if it is so available. The requisition may also show the estimated trade-in value of the used motor. Where a used motor in need of repair is being replaced by a reconditioned motor as a substitute for reconditioning the used motor, the requisition may be encumbered in an amount equivalent to the net cost of the exchange. However, where an unserviceable motor is being replaced, or where a new motor is being procured, the requisition shall be encumbered in an amount equivalent to the gross cost of the reconditioned or new motor.

—Repair of Surveying Instruments Loaned to WPA Projects by U. S. Coast and Geodetic Survey.

The expense of repair or overhauling of surveying instruments loaned to WPA projects by the United States Coast and Geodetic Survey, together with express or freight charges for necessary shipment to and from Washington, is to be met either by the project or by the sponsor. This applies both to general overhauling or repairs which are necessary to the continued use of the equipment

[5] See appendix A, item 9-5.

on the project and to overhauling or repairs necessary to enable the State Work Projects Administration to return the instruments at the termination of their use in approximately the same condition as received, ordinary wear and tear excepted.

— —Repairs to Instruments To Be Arranged by Coast and Geodetic Survey.

Repairs to instruments such as theodolites, levels, precise level rods, and collimators, owned by the United States Coast and Geodetic Survey, shall be made under specifications prepared by the Survey. Such instruments shall be shipped to the Director, United States Coast and Geodetic Survey, Washington, D. C.

— —Shipment of Instruments.

At the time the instruments are shipped, a list identifying each one by serial number or other description and designating the project to which repairs for each are to be charged shall be sent to the Director of Finance, Work Projects Administration, Washington, D. C., and one copy sent to the United States Coast and Geodetic Survey. The Coast and Geodetic Survey will prepare specifications for the repairs required, and the Director of Finance, Work Projects Administration, Washington, D. C., will notify the State of the estimated cost of the work. Upon receipt of such notification, appropriate encumbrances shall be made against the funds of the projects to be charged. The work will then be let by contract through the facilities of the Washington office of the Coast and Geodetic Survey. The liquidation of the encumbrances established for the contractual services shall be accomplished by means of Standard Form 1080, to be transmitted to the State by the United States Coast and Geodetic Survey through the Director of Finance, Work Projects Administration, Washington, D. C.

— —Encumbrances.

—Repairs to Minor Equipment To Be Made in State.

Miscellaneous repairs to minor equipment, such as signals, tension scales, tapes, etc., may be made in the State under specifications prepared by personnel on the project or by the sponsor.

Airport Lighting Equipment

Airport Lighting Equipment.

In making purchases of lighting equipment for WPA airport projects either with Federal funds or with sponsors' funds deposited in the United States Treasury, State Work Projects Administrations shall follow the procedure prescribed in the latest Civil Aeronautics Authority memorandum on this subject. Copies of the memorandum are made available to all State Administrators.

—CAA Memorandum To Be Followed.

Under no circumstances shall floodlighting equipment be purchased for WPA airport projects with Federal funds.

—Floodlighting Equipment Not To Be Purchased With Federal Funds.

All requisitions for airport lighting equipment encumbered against either Federal or sponsors' funds deposited in the United States Treasury shall require that the manufacturer guarantee that the materials furnished meet the Civil Aeronautics Authority's Standard Specifications for the Installation of Airport Lighting Equipment and Material and conform to the approved list.

—Guarantee Required on All Equipment.

In the event of any dispute or controversy arising out of the purchase of airport lighting equipment and materials, inspectors of the Airport Section, Civil Aeronautics Authority, will be available for consultation and recommendations.

—Disputes.

Completed lighting installations shall be subject to the inspection and approval of representatives of the Airport Section, Civil Aeronautics Authority.

— —Inspection of Completed Installations.

Binders, Aggregate, and Ready-Mixed Concrete

Regulations for the purchase of (1) bituminous materials, (2) cement, (3) ready-mixed concrete, and (4) aggregates are stated in the following subsections.

Bituminous Materials.

Bituminous Materials.—The term "bituminous materials" shall be construed to include all tars, asphalts, and oils used in connection with the surfacing of ground areas. Also the term shall include all mixtures of mineral aggregates coated or treated with any of these products. Bituminous materials may be furnished by the Work Projects Administration only on condition that the material desired in the specific case is procurable under open competition. In cases where such competition is deemed not to exist, the material shall be furnished by the sponsor.

—For Highway Projects.

Specifications used for purchasing bituminous materials for highway and street projects of the Work Projects Administration shall, so far as practicable, be prepared by the sponsors of the projects. The specifications shall be in accordance with the latest engineering practices and shall conform with standard Federal specifications, specifications of the Public Roads Administration, or those of the highway department of the State in which the projects are being operated.

—For Airport Projects.

Purchases of bituminous materials for airport projects should be made under specifications formally issued as standards by the CAA Airport Division, Washington, D. C., without deviation excepting the parts thereof covering "Method of Measurement" and "Basis of Payment." Requisitions for such material covered by specifications other than these are subject to approval of the central office as indicated on page 2.9.004 and shall be prepared and submitted in the manner described in part III of this chapter on the basis of adequate justification for departures from specific details of the standard specifications.

Cement.

—Portland Cement.

—Award of Alternate Bids.

—Portland-Puzzolan Cement.

—Quick-Setting Cement.

Cement.—Requisitions for the purchase of cement shall specify "Portland cement" and shall state the Federal specification number. If alternate bids quoting Portland-Puzzolan cement and Portland cement are received by the Procurement Division of the United States Treasury Department, awards therefor will be made only after approval by the requisitioning officer. Portland-Puzzolan cement may be accepted as an alternate to Portland cement when such action, in the opinion of the requisitioning officer, is desirable. When quick-setting cement is requisitioned, the specifications outlined in Procurement Division S. P. O. Bulletin No. 87 may be used in lieu of Federal specifications.

Ready-Mixed Concrete.

—Approval of Requests.

Ready-Mixed Concrete.—Ready-mixed concrete may be furnished by the Work Projects Administration only in those instances where careful study shows that operating conditions are such as to preclude mixing concrete at the site of the work. All requests for ready-mixed concrete on *Request for Property or Services*, **WPA Form 358**, shall be approved by the State Work Projects Administrator or by the State Director or Assistant Director of the Division of Operations prior to submission to the Supply Section.

Aggregates.

—Prohibition Against Restricting Distance of Pit From Project.

Aggregate.—Requisitions for the purchase of sand, gravel, stone, earth fill, etc., at the vendor's pit, delivery to be made by the State Work Projects Administration, are considered restrictive of free competition if the requisition stipulates that the vendor's pit shall be located within a given distance from the project or destination.

— —Provision for Economical Hauling.

Therefore, when it is desired to purchase such materials at the vendor's pit, delivery to be made by the State Work Projects Administration, there

shall be included in the specifications on the requisition a statement similar to the following:

— —Statement of Length of Haul.

> The bidder shall state in miles the length of haul from his pit to the project which is located at _____, and shall indicate the route thereof. The Federal Government reserves the right to determine which bid is most advantageous, considering both the price bid and the cost of haul to destination.

— —Determination of Award.

After bids have been taken by the local Procurement Officer, the requisitioning officer may, if desirable, submit recommendations as to the most economical bid. An award normally will be made on the basis of the lowest total or unit cost to the Federal Government of the material delivered to destination, in accordance with cost figures and recommendations submitted by the requisitioning officer.

Commodities in Containers

Commodities in Containers.

—Furnishing of Container.

— —By WPA

— —By Vendor.

Requisitions for the purchase of gasoline, kerosene, oil, and similar commodities which usually are delivered in containers returnable for credit shall include a statement indicating whether or not delivery is to be made in containers furnished by the vendor. If delivery is not to be made in containers furnished by the vendor, the requisitions shall state that delivery shall be made into tanks or containers provided by the State Work Projects Administration at destination. If delivery is to be made in containers furnished by the vendor, an amount for the use of the containers shall be included in the estimated cost and encumbrance.

—Lubricating Oil To Be Purchased in Drums.

Procurement Division regulations require that lubricating oil shall be purchased in 10-gallon units or 50-55 gallon drums.

Gases in Drums.

Requisitions for oxygen, acetylene, and other gases to be delivered in steel drums furnished by the vendor shall include in the estimated cost and encumbrance, where necessary, an amount sufficient to provide for rental of such drums beyond the free period of 30 days usually allowed by the vendor.

Lumber, Timber, and Piles

Lumber, Timber, and Piles.

Requisitions for the purchase of lumber, timber, and piles shall contain complete purchase specifications as hereinafter prescribed.

—Use of Federal Specifications.

Specifications used for purchasing softwood lumber and timber shall, so far as possible, conform with Federal Specification No. MM-L-751, and specifications used for purchasing hardwoods, with Federal Specification No. MM-L-736. These Federal standards require that the material be graded in accordance with grading rules established by the various lumber manufacturing associations complying with "American Lumber Standards."

—Details of Purchase Specifications.

The purchase specifications shall designate which Federal specification is to be employed and which grading rules are to be applied, and also should contain such information as may be necessary to give a clear conception with respect to the following points:

1. Quantity—feet board measure (f.b.m.) or number of pieces of each size and length.
2. Sizes and lengths, in commercial standards.
3. Species of wood.
4. Product; for example, flooring, shiplap, molding, drop siding, etc.
5. Grade.
6. Condition of seasoning.
7. Surfacing.
8. Method of inspection.
9. Delivery, giving exact location of receiving point, date required, and, if more than a single delivery is necessary, the shipping schedule.

—Species.

Careful consideration shall be given to the selection of species of wood suitable for the specific project purpose. The selection should take into account not only the physical characteristics required but also the availability of suitable species at reasonable costs. If there is any doubt with respect to availability, the specifications should ordinarily name an alternate to be accepted as second choice. If several suitable species are available in the locality, it is usually advisable to designate all of them as alternates subject to competition in price.

—Grade.

Careful consideration shall likewise be given to the selection of a grade of material suited to the particular purpose. Money may be wasted by selecting grades unnecessarily high, or grades not available in the community at satisfactory prices. In order to avoid the misunderstanding and expense commonly resulting from local designations of grade, the specifications shall ordinarily be drawn in accordance with recommendations developed by the various lumber manufacturers' associations or the United States Department of Agriculture. The names and addresses of such associations and the species of wood to which their respective rules apply, are given in appendix F.

—Conditions of Seasoning.

Specifications for seasoned lumber shall state whether the material is to be air dried or kiln dried and shall stipulate the allowable moisture content.

1. *Softwood* boards and small timbers when air dried shall contain not more than 19 percent moisture content and when kiln dried, not more than 15 percent moisture content. Softwood finish and flooring when kiln dried shall contain not more than 12 percent moisture content. — —Softwood.
2. *Hardwood* boards and small timbers dried by either process shall not exceed the moisture content specified above for air-dried material. — —Hardwood.

— —Lowest Priced Material To Be Used.

It is particularly important to avoid specifying seasoned lumber where unseasoned material will meet the requirements, and to avoid specifying a process of drying that does not permit the use of suitable nearby materials. In the case of materials used for outside purposes or ordinary framing, air-dried and kiln-dried lumber may be considered as equal.

—Specifications for Piling.

Suitable specifications for piling have been developed by various agencies, including the American Society for Testing Materials, American Association of State Highway Officials, and the several State highway departments. Irrespective of the particular specifications used, the following points shall always be covered:

1. Species of wood.
2. Length of piles.
3. Dimensions in inches at tips and butts.
4. Outer bark peeled from all piles.
5. Description of any preservative treatment required.

Other points such as crook, shake, split, and knots are important and should be covered by suitable stipulations. This ordinarily may be accomplished by reference to the piling specifications of the organizations mentioned above. It should be noted that controversies and claims are likely to develop in connection with specifications that do not definitely cover these various points.

—Specifications for Preservative Treatment.

Piling, lumber, timbers, and posts shall be given preservative treatment only when the necessity for such treatment is definitely indicated by sound engineering practice. In such cases the kind of treatment as well as the impregnation per cubic foot of treated timber shall be specified. If the preservative is to be creosote or zinc chloride, the treatment ordinarily shall be specified in accordance with the standard Federal specifications for Wood Preservative, No. TT-W-571a. All impregnating materials and methods considered adequate for the specific purpose, including those of a proprietary nature, shall be acceptable as alternates.

—Inspection and Acceptance of Lumber, Timber, and Piles.

Federal specifications contain three alternate requirements relating to the inspection of lumber and provide that administrative agencies of the Government shall specify the particular requirement to be used in connection with each purchase. The alternate requirements appear as requirements 1, 2, and 3, below.

— —Grade-marking.

Requirement No. 1.—The lumber shall be grade-marked, which means that each piece of material, or each bundle in case of bundled stock, is to be stamped or labeled with the grade-mark and the trade-mark of the accredited lumber manufacturers' association under whose rules it is bought, and the mill identification mark. These marks signify that the lumber has been graded by an inspector who is either licensed or furnished by the association sponsoring the grade rules for the particular species of wood involved.

The grade-marking requirement is applicable only to softwood lumber or timber, hardwood flooring, and shingles. Hardwood lumber other than flooring is not grade-marked. At the option of the vendor, grade-marked material may be furnished when Requirement No. 2 is specified and the specifications should inform the vendor of the option.

— —Certificate of Grading.

Requirement No. 2.—The lumber shall be accompanied by a certificate of grading (inspection) issued by the association under whose rules it was bought or by an inspector authorized by the association to make inspections under its rules.

The certificate requirement is applicable to either hardwoods or softwoods, but should not be stipulated ordinarily for purchases amounting to less than

a carload. Lumber furnished under certificate shall be handled and shipped so that the consignment will remain intact from the time of grading to the time of delivery on the project, in order to prevent the substitution of any material not covered by the certificate. At the option of the vendor, lumber may be furnished under this method when Requirement No. 1 is specified and the specifications should inform the vendor of the option.

Requirement No. 3.—The lumber shall be inspected by a Government inspector, whose services shall be provided for by the State Work Projects Administration. The expense entailed by the inspection shall be borne by this Administration, and no attempt shall be made to have it included in the price of the material.

— —Inspection by Government Personnel.

Inspection by Government personnel should be stipulated only in cases where the requisitioning agency has assurance that a qualified Federal inspector will be available when needed. This limitation is based on the fact that competent lumber grading is a highly specialized function which may be delegated safely only to persons experienced in grading the particular species of wood involved. Any attempt to grade the material by persons not so experienced is likely to defeat the purpose of competitive bidding or to involve the Government in needless disputes.

If Requirement No. 3 has been specified, and thereafter it is found that a qualified Government inspector is not available, arrangements should be made to have the grading performed by an accredited lumber manufacturers' association or by a responsible agency authorized to make inspections under the rules of such association.

— —Substitute Inspection by Lumber Assn.

To facilitate the disposition of any disagreements that may arise concerning the quality or quantity of lumber or lumber products delivered by the vendor, the following procedure shall be employed wherever practicable:

—Settlement of Disagreement.

1. Material which, in the judgment of the WPA inspector, does not conform to the specifications of the purchase order shall be segregated and held intact pending final disposition.
2. The vendor shall be notified of the situation and permitted either to accept the findings of the WPA inspector or to secure reinspection from the lumber manufacturers' association having sponsorship of the grading rules for the species of wood involved. A reasonable time shall be allowed the vendor for making necessary arrangements.
3. If the parties concerned cannot reach an agreement pursuant to the reinspection, all essential facts of the case, including a copy of the inspector's report, shall be submitted to the Chief Engineer, Washington, D. C., for final decision.

Federal regulations do not permit the Government to bear the costs of reinspection but require that such costs be borne by the vendor.

— —Cost of Reinspection.

Federal regulations also require that (1) whenever lumber is purchased under Requirement No. 1 above, the grade-mark shall contain the phrase "Made in USA" or an equivalent identification of domestic origin, and (2) whenever lumber is purchased under either Requirement No. 2 or No. 3, the certificate of inspection shall include a statement that the lumber is "Made in USA" or an equivalent identification of domestic origin. These stipulations do not apply to purchases of redwood and southern yellow pine which are produced wholly in the United States.

—Certification of Domestic Origin.

Appendix F to this volume lists the important species of woods and the names of the associations sponsoring the respective grading rules. It also shows various sources of reference in connection with lumber and timber.

—Lists of Species and Associations.

— —Reference Sources.

First-Aid Supplies and Protective Equipment

First-Aid Supplies and Protective Equipment.

—Specifications.

Administrative specifications have been established for first-aid supplies and various items of protective equipment, and requisitions for such supplies and equipment shall be prepared strictly in accordance with these specifications whenever possible. Requisitions calling for the purchase of first-aid supplies or protective equipment not covered by established administrative specifications are subject to the approval of the central office, as indicated on page 2.9.004.

—Purchases for Nursery Schools.

However, those items included in the following list of first-aid and medical supplies which are not covered by administrative specifications may be purchased by State Work Projects Administrations without the prior approval of the central office, when such supplies are to be used exclusively by qualified nurses in WPA nursery schools.

Iodine—3½-percent solution
Alcohol—rubbing
Absorbent cotton
Boric acid
Tongue blades—junior size
Vaseline
Soap
Talcum powder
Tooth brushes—junior size
Tr. larkspur (for lice)
Tweezers (for dipping cotton)
Adhesive Z. O.—1 inch
Ammoniated mercury—ointment
Bandages—1 inch
Bandages—2 inch
Toothpicks
Lysol
Clinical thermometers
Sterile gauze—1 yard
Oil of cloves (for toothache)
Unguentine

—Limitations on Purchases of Protective Equipment.

Protective equipment, such as goggles, respirators, protective hats, safety belts, rubber boots, etc., may be purchased only when such equipment is to remain the property of the Federal Government and is to be used only when needed on operating projects. Requisitions for the purchase of respirators shall specify that the respirator furnished by the vendor shall be of a type approved by the United States Bureau of Mines for protection against the specific hazard described in the requisition.

—Approval of State Safety Consultant.

Before *Requisition for Purchase*, **Treasury Forms A-6**, covering standard items of first-aid supplies and protective equipment are prepared, the State Safety Consultant shall be consulted regarding the requirements for these items in order that requisitions may be consolidated wherever possible.

Revised Jan. 7, 1941

PART V. PURCHASE OF NONEXPENDABLE PROPERTY

Sources of Nonexpendable Property.

Limitation on Purchase of Equipment.

Equipment and other nonexpendable property required for the operations of a State Work Projects Administration normally shall be secured (1) from sponsors, (2) through loan or donation, (3) through rental with Federal funds, and (4) by purchase with Federal funds. Accordingly, any equipment which the Work Projects Administration is to furnish from Federal funds for use on its projects and which is not available from other sources, including WPA inventories, shall be secured on a rental basis unless it is clearly to the advantage of the Government to purchase the equipment. Instances where the purchase of equipment may be advisable are (1) where the type of equipment required is not available for rent, and (2) where the supply available for rent is not satisfactory as to condition, capacity, or rental price. Under no circumstances may agreements be entered into for the acquisition of equipment or other property through rental-purchase procedure.

Legislative Restrictions on Purchase of Construction Equipment.

In addition to these administrative limitations on the purchase of equipment in general, rigid legislative restrictions have been placed on the purchase of construction equipment specifically. Special instructions regarding the latter are given on page 2.9.043. Other regulations governing the purchase of equipment are set forth on pages 2.9.046-2.9.054 of this volume and page 1.6.053 of volume 1.

Selection of Units.

When purchases of equipment and other nonexpendable property are found to be necessary, State Work Projects Administrations shall select only such items as will provide a small, well-balanced pool suited to the present and prospective WPA program. Elaborate aggregations or highly specialized types shall not be acquired.

Limitation on Warehouse Stock.

Normally, the amount of equipment maintained as warehouse stock shall be limited to items accumulating through transfer of such property as it becomes surplus to operating units. Ordinarily, therefore, such property shall not be purchased by the Supply Fund Account solely for the purpose of creating a reservoir. Exceptions to this general requirement may be made for equipment owned by the Supply Fund Account and made available to operating units on a rental basis only.

Justification of Purchases.

In order that a full presentation may be made of the various factors prompting the submission of requisitions for the purchase of nonexpendable property, each such requisition shall be accompanied by the justification hereinafter prescribed for the type of property involved.

Accounts To Be Charged in Purchasing Nonexpendable Property

Accounts Charged for Nonexpendable Property.

The determination of whether the purchase of nonexpendable property shall be charged to administrative or project funds or to the Supply Fund Account shall be made in accordance with the following instructions. The term "charged" as used herein refers to initial encumbrances and ultimate payments by expenditure of funds of the appropriate account, for the value of the property procured.

—Furniture and Office Equipment.

1. *Furniture and Office Equipment*—

— —For Administrative Units.

(a) *For use by administrative units* shall invariably be charged directly to the Administrative Account. When the property is available from warehouse stocks, it shall be transferred to the administrative units with an appropriate exchange of funds and shall not be made available to administrative units on a rental basis.

—For Supply Section.

(b) *For use in the functional operation of Supply Section activities* shall be charged to the Supply Fund Account.

— —For Projects.

(c) *For use on operating projects* shall invariably be charged to the account of the appropriate project. Other instructions regarding the purchase of furniture and office equipment are prescribed on page 1.6.053 of volume 1.

—Construction Equipment for Projects.

2. *Construction Equipment* normally required by operating projects shall be purchased at the expense of the Supply Fund Account and made available to projects on a rental basis. The purchase of construction equipment at the expense of an operating project will be considered by the Chief Engineer for approval only when there is a showing that the relatively long duration of the project will justify such a purchase.

—Automotive Equipment.

— —For Projects or Supply Section.

3. *Automotive Equipment (Other-Than-Construction Equipment)* required for Supply Section or project use shall be purchased at the expense of the Supply Fund Account and made available to operating units on a rental basis only. The purchase of automotive equipment at the expense of an operating unit will be considered by the appropriate Assistant Commissioner for approval only when there is a showing that the relatively long duration of the operating unit will justify such a purchase.

— —For Administrative Units.

Automotive equipment required by administrative units shall be purchased with administrative funds, either from the Supply Fund inventory or directly through the Procurement Division. However, where an administrative unit has only temporary need for automotive equipment which is available from the Supply Fund inventory, such equipment may be rented to the administrative unit.

—Industrial, Shop, and Scientific Equipment.

4. *Industrial Equipment, Shop Equipment, and Scientific and Engineering Devices* shall be purchased with funds of the requesting unit when it is contemplated that the usefulness of the property will be substantially consumed on the requesting unit. Otherwise, the property shall be purchased at the expense of the Supply Fund Account and furnished to projects on a rental basis.

—Implements.

5. *Implements* as defined elsewhere,[6] for use on construction projects, invariably shall be purchased against the Supply Fund Account. Similar property for use on other-than-construction projects shall be purchased from project funds or at the expense of the Supply Fund Account, at the discretion of the operating division concerned.

—Camp Equipment.

6. *Camp Equipment* shall be purchased with funds of the requesting unit unless otherwise authorized by the Chief Engineer.

—Accessories.

7. *Accessories for WPA-Owned Equipment* shall be charged to the unit in which title to the equipment is vested.

—Books.

8. *Books for Library-Service Projects* shall be purchased with funds of the requesting project.

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[6] See appendix A, item 9-S.

Construction Equipment

Construction Equipment. —Limitation on Purchases.

Construction equipment shall not be purchased under any circumstances when suitable equipment is available for rent at reasonable rates. No requisition for the purchase of construction equipment shall be prepared until it has been determined by the State Work Projects Administrator or his authorized representative that the type of equipment required is not available for rent at reasonable rates and that it is to the interest of the Federal Government to make the purchase. The term "construction equipment" as used herein is defined elsewhere.[7]

—Definition.

—Requisition for Rental of Equipment.

— —Anticipated Use.

— —Encumbrance.

In order to ascertain whether construction equipment may be rented at a reasonable rate, a rental requisition shall be prepared in accordance with the instructions contained in part VI of this chapter and submitted to the Procurement Officer in the customary manner. The rental requisition shall call for the full number of units required and shall indicate the full number of months of anticipated use. Where blanket encumbrances are established against projects at the beginning of each month to cover equipment rentals during the month, the requisition shall show the amount believed to be reasonable for the first month of the specified service. Where monthly blanket encumbrances are not established, the requisition shall be encumbered in the amount deemed to be reasonable for the first month's services. In either case the requisition may stipulate that no award shall be made in excess of the given figure.

— —Award of Contract.

— —Submission of Rental Requisition and Request for Action.

The requisition for rental shall be submitted to the local Procurement Officer with a request that (1) if the equipment can be obtained within the encumbered amount, a rental contract be executed; (2) if the rates at which the equipment is offered exceed the encumbered figure, further action be withheld and the State Work Projects Administration furnished with an abstract of the bids received; and (3) if no bids are received, or if the Procurement Officer determines on the basis of other information that the equipment is not available for rent, a certification to that effect be furnished.

— —Determination to Purchase.

If satisfactory equipment is not available for rent at a reasonable rate, the State Administration may, upon receipt of the necessary data from the Procurement Officer, prepare a requisition for the purchase of the equipment, subject to the previously stated policies and regulations governing such purchases.

— —Preparation of Requisition.

In addition to the information specified on pages 2.9.016-2.9.017, each requisition for the purchase of construction equipment shall include such of the following information as is applicable to the particular purchase.

— — —Service Requirements.

1. Each requisition shall provide a description of the service for which the equipment is intended and, in the case of engine-powered equipment, shall indicate the approximate altitude at which it will be used. If there are conditions affecting the work which are peculiar to the locality where the equipment will be used, such conditions shall be noted.

— — — —Description of Complementary Units.

2. If the equipment is to be used in conjunction with equipment currently owned by the Work Projects Administration, a complete description of the equipment on hand shall be furnished. When such WPA-owned equipment is to operate as a power unit or traction unit for the equipment requisitioned, information also shall be furnished as to whether the WPA-owned equipment is complete with necessary operating accessories, such as power take-offs, belt-pulley drives, etc. Requisitions for trucks to be used in conjunction with power shovels shall state that fact. In the case of tractor-drawn equipment, the size and type of the tractor intended to be used as the motivating force shall be stated.

[7]See appendix A, item 9-5.

— — —Specifications.

3. If the type of equipment required is of a standard make and model and there are no special requirements, the requisitioning officer need not attempt to furnish detailed specifications but may refer to a specific make and model with the proviso "or its equivalent."

—Purchase Justification Required.

In order to provide full justification for the purchase of construction equipment, each requisition therefor shall be accompanied by *Justification of Purchase of Construction Equipment*, **WPA Form 390a.**

— —Preparation of WPA Form 390a.

WPA Form 390a shall be completed in every detail, and a copy shall be attached to each requisition copy submitted to the regional office. If additional information is needed in any case for proper administrative determination of the propriety of the proposed purchase, a supplementary statement shall be attached to the Form 390a.

Preparation shall be as follows:

— — —Identification of Purchase.

Heading.—The entries in the spaces provided for the State, requisition number, and official project number, shall be identical with the corresponding entries on the related Treasury Form A-6.

— — —Description of Equipment.

Item 1.—The description of the equipment shall be brief but sufficient for identification. Only one type of equipment shall be covered on each WPA Form 390a, except in the case of coordinated units such as air compressors with accessories, truck chassis and bucket hoists, tractor and scraper units, and similar combinations.

— — —Rental Data.

Item 2.—Show in this item the results of the attempt to rent suitable equipment and the circumstances believed to make such rental inadvisable or impossible. The details are self-explanatory.

— — —Proposed Use of Equipment.

Item 3.—The information provided in this space shall identify the projects on which the equipment is to be used and shall describe briefly the kind and amount of work to be performed on each of such projects, together with the estimated period of use on each of such projects during the first 6 months.

— — —Relative Ownership and Rental Costs.

Item 4.—In providing the information called for by subitem (A) of this item, a period of 1 year ordinarily shall be used as the basis of estimates. The probable use shall be stated in working hours per day, working days per month, and working months per year. If the estimates are based on a period of less than 1 year, an explanation shall be provided. The estimated future value shown in the space provided under subitem (B) shall not

Federal Works Agency
WPA Form 390a

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

JUSTIFICATION OF PURCHASE OF CONSTRUCTION EQUIPMENT

State _____
Req. No. _____
O.P. No. _____

1. Number and description of desired units: _____

2. (a) Was a requisition submitted for rental of this equipment? _____ (If so, attach a copy of the requisition. If not, explain fully on a separate sheet.)
(b) Was a rental invitation issued? _____ Or did the Procurement Officer certify, without issuing a rental invitation, that the equipment was not available for rent? _____ (Attach a copy of the invitation or the original certification, as appropriate.)
(c) If a rental invitation was issued, did the Procurement Officer furnish an abstract of bids or a certification that no bids were received? _____ (Indicate which.) (Attach the abstract of bids or the certification, as appropriate.)
(d) If rental bids were received, show the amount of the lowest acceptable bid and explain the reasons for considering this bid unreasonable: _____

3. Tabulate the official projects on which the equipment is to be used during first 6 months of Government ownership, and show the kind of work to be performed on each: _____

4—A. Show by use of items listed below the relative costs of Government ownership and rental, for one unit for period of 1 year. The rental rates should be based on actual bids, recent contract prices, or commercial charges.

Probable use: ___ hours per day; ___ working days per month; ___ months per year.

Annual Ownership Cost		Annual Rental Cost	
Purchase price	$ ____	Rental ____ hr. at $ ____	$ ____
Operator ____ hr. at $ ____	$ ____	Operator* ____ hr. at $ ____	$ ____
Fuel ____ gal. at $ ____	$ ____	Fuel* ____ gal. at $ ____	$ ____
Oil ____ gal. at $ ____	$ ____	Oil* ____ gal. at $ ____	$ ____
Grease ____ lb. at $ ____	$ ____	Grease* ____ lb. at $ ____	$ ____
Maintenance and repairs	$ ____	Maintenance and repairs*	$ ____
Incidentals	$ ____	Incidentals*	$ ____
Garaging	$ ____	Garaging*	$ ____
Total	$ ____	Total	$ ____

*If not included in rental.

Difference for one unit $____, for all units $____, th favor of _____.
Remarks _____

B. What is the estimated value of the equipment at the end of the first year of Government ownership? $ _____
C. How many units of this type are presently owned by the State Administration? _____
D. What is the rental rate established for this type of equipment by the State schedule of equipment rental rates? $_____ per _____

5. What arrangements have been made for repair, maintenance, and garaging? _____

6. Would equipment of any other type or capacity perform the required service? _____
Describe situation fully: _____

Signed by _____ (Type name) (Sig.) _____ State Supply Manager.

Approved by _____ (Type name) (Sig.) _____ State Director, Division of Operations.

Date _____

Purchase of this equipment is approved.

Date _____ (Sig.) _____ State Work Projects Administrator.

(This form to be typed locally)

influence the estimates in subitem (A). The primary concern of the Administration with respect to expenditures for the purchase of equipment is the immediate outlay of funds and the rate of expenditure during the fiscal year. The number of units of the type on requisition which are owned by and ordered for the State Administration at the time of submission of the requisition shall be entered in subitem (C). Subitem (D) shall be used to show the rental rate established for equipment in the manner prescribed elsewhere.[8]

Item 5.—Explain whether repair and maintenance will be performed by sponsor, by Supply Section, or principally by public contract, and where and at what cost the equipment will be garaged.

— — —Maintenance and Garaging.

Item 6.—If another unit of different capacity or type would perform the required work, and such unit is available on a loan or rental basis, explain the reasons why that unit cannot be used in lieu of the one on requisition.

— — —Availability of Substitute.

Signature.—Each WPA Form 390a shall be signed by the State Supply Manager, by the State Director of the Division of Operations, and by the State Administrator or his authorized representative. Consideration will not be given to the proposed purchase without these signatures.

— — —Signature.

— — —Submission of Requisition and Accompanying Data.

Requisitions for the purchase of construction equipment shall be submitted to the Federal Work Projects Administration in the manner described on page 2.9.018, and shall be accompanied by copies of the following documents:

1. *Justification of Purchase of Construction Equipment,* **WPA Form 390a.**
2. The requisition which was submitted to the State Procurement Officer requesting rental of the equipment.
3. The invitation for bids for rental issued by the State Procurement Officer.
4. The abstract of bids furnished by the State Procurement Officer, or his certification that no bids were received or that the equipment is not available for rent.
5. If bids were received, a statement of the reasons for considering the quoted rental rates unreasonable.

[8] See appendix A, item 9-5.

Requisitions for the Purchase of Automotive Equipment (Other-Than-Construction Equipment)

Preparation of Requisition for Automotive Equipment.

In addition to the information specified on pages 2.9.016-2.9.017, each requisition for the purchase of automotive equipment to be used for other-than-construction purposes shall include such of the following information as is applicable to the particular purchase.

—Service Requirements.

1. Each requisition shall provide a description of the service for which the equipment is intended and shall indicate the approximate altitude at which it will be used. If there are conditions affecting the work which are peculiar to the locality where the shipment will be used, such conditions shall be noted.

—Need for Accessories.

2. Where operating accessories are requisitioned, there shall be included a description of the work which necessitates the purchase of such accessories.

—Description of Complementary Units.

3. Where equipment is requisitioned which is to be utilized in connection with equipment currently owned by the Work Projects Administration, a complete description of the equipment on hand shall be furnished.

—Specifications.

4. If the type of equipment required is of a standard make and model and there are no special requirements, the requisitioning officer need not attempt to furnish detailed specifications but may refer to a specific make and model with the proviso "or its equivalent." In cases where the equipment requisitioned is of a type peculiar to the locality where it will be used, a catalogue including the detailed specifications of the equipment shall accompany the requisition or, in lieu thereof, the requisition shall state the place where such catalogue may be obtained or the name and address of the manufacturer.

Submission of Requisition.

Each requisition for the purchase of automotive equipment shall be submitted to the Federal Work Projects Administration in the manner described on page 2.9.018, and shall be accompanied by *Justification of Purchase of Automotive Equipment (Other-Than-Construction Equipment)*, **WPA Form 390b.**

Preparation of WPA Form 390b.

WPA Form 390b shall be completed in every detail, and a copy shall be attached to each requisition copy submitted to the regional office. If additional information is needed in any case for proper administrative determination of the propriety of the proposed purchase, a supplementary statement shall be attached to the WPA Form 390b.

Preparation shall be as follows:

—Identification of Purchase.

Heading.—The entries in the spaces provided for State, requisition number, and official project number shall be identical with corresponding entries on the related Treasury Form A-6.

—Description of Equipment.

Item 1.—The description of the equipment shall be brief but sufficient for identification. Only one type of equipment shall be covered on each WPA Form 390b, except in the case of trucks and trailers and similar combinations.

—Rental Data.

Item 2.—If equipment of the type requisitioned is available for rent, give the circumstances believed to make its rental inadvisable other than the saving to be derived through Government ownership.

—Proposed Use of Equipment.

Item 3.—The information provided in this space shall identify the projects on which the equipment is to be used and shall reveal as fully as possible the kind and amount of work to be performed on each of such projects, together with the estimated period of use on each of such projects during the first 6 months.

Federal Works Agency
WPA Form 390b

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

JUSTIFICATION OF PURCHASE OF AUTOMOTIVE EQUIPMENT
(OTHER-THAN-CONSTRUCTION EQUIPMENT)

State _____
Req. No. _____
O. P. No. _____

1. Number and description of desired units: _____

2. Is equipment of this type available for rent in the locality? _____
If so, give circumstances making rental inadvisable: _____

3. Show the official projects or other operating units on which the equipment will be used during the first 6 months of Government ownership, and the kind and amount of work to be performed on each: _____

4—A. Show, by use of items listed below, the relative cost of Government ownership and rental, for one unit for period of 1 year. The rental rates should be based on actual bids, recent contract prices, or commercial charges.
Probable use: ___ hours per day; ___ working days per month; ___ months per year.

Annual Ownership Cost		Annual Rental Cost	
Purchase price	$____	Rental ____ hr. at $____	$____
Operator ____ hr. at $____	$____	Operator* ____ hr. at $____	$____
Fuel ____ gal. at $____	$____	Fuel* ____ gal. at $____	$____
Oil ____ gal. at $____	$____	Oil* ____ gal. at $____	$____
Grease ____ lb. at $____	$____	Grease* ____ lb. at $____	$____
Maintenance and repairs	$____	Maintenance and repairs*	$____
Incidentals	$____	Incidentals*	$____
Garaging	$____	Garaging*	$____
Total	$____	Total	$____

*If not included in rental.

Difference for one unit $____, for all units $____, in favor of _____
Remarks: _____

B. What is the estimated value of the equipment at the end of the first year of Government ownership? $_____
C. How many units of this type are presently owned by the State Administration?
D. What is the rental rate established for this type of equipment by the State schedule of equipment rental rates? $____ per ____
5. What arrangements have been made for repair, maintenance, and garaging?

6. Would equipment of any other type or capacity perform the required service?

Describe situation fully: _____

Signed by _____ (Sig.) _____
(Type name) State Supply Manager.

Approved by _____ (Sig.) _____
(Type name) State Director, Division of Operations.

Date _____

Purchase of this equipment is approved.

Date _____ (Sig.) _____
State Work Projects Administrator.

(This form to be typed locally)

—Relative Ownership and Rental Costs.

Item 4.—In providing the information called for by subitem (A) of this item, a period of 1 year ordinarily shall be used as the basis of estimates. The probable use shall be stated in working hours per day, working days per month, and working months per year. If the estimates are based on a period of less than 1 year, an explanation shall be provided. The estimated future value shown in the space provided under subitem (B) shall not influence the estimates in subitem (A). The primary concern of the Administration with respect to expenditures for the purchase of equipment is the immediate outlay of funds and the rate of expenditure during the fiscal year. The number of units of the type on requisition which are owned by and ordered for the State Administration at the time of submission of the requisition shall be entered in subitem (C). Subitem (D) shall be used to show the rental rate established for the equipment in the manner prescribed elsewhere.[9]

—Maintenance and Garaging.

Item 5.—Explain whether repair and maintenance will be performed by sponsor, by Supply Section, or principally by public contract, and where and at what cost the equipment will be garaged.

—Signature.

Signature.—Each WPA Form 390b shall be signed by the State Supply Manager, by the State director of the division concerned, and by the State Administrator or his authorized representative. Consideration will not be given to the proposed purchase without these signatures.

[9] See appendix A, item 9-5.

Requisitions for the Purchase of Shop or Camp Equipment

Shop or Camp Equipment. —Preparation of Requisition.

In addition to the information specified on pages 2.9.016-2.9.017, each requisition for the purchase of shop equipment or camp equipment shall include such of the following information as is applicable to the particular purchase.

— —Service Requirements.

Each requisition shall provide a description of the service for which the equipment is intended, in such detail as to reveal the capacity, power, and durability required for performance of the work.

— —Description of Complementary Units.

Where equipment is requisitioned which is to be used in conjunction with equipment currently owned by the Work Projects Administration, a complete description of the equipment on hand shall be furnished. When such WPA-owned equipment is to operate as a power unit for the equipment requisitioned, information shall also be furnished as to whether the WPA-owned equipment is complete with necessary operating accessories, such as power take-offs, belt-pulley drives, etc.

— —Specifications.

If the type of equipment required is of a standard make and model and there are no special requirements, the requisitioning officer need not attempt to furnish detailed specifications but may refer to a specific make and model with the proviso "or its equivalent." In cases where the equipment requisitioned is of a type peculiar to the locality where it will be used, a catalogue including the detailed specifications of the equipment shall accompany the requisition or, in lieu thereof, the requisition shall state the place where such catalogue may be obtained or the name and address of the manufacturer.

—Submission of WPA Form 390c.

The requisition shall be submitted to the Federal Work Projects Administration in the manner described on page 2.9.018, and shall be accompanied by *Justification of Purchase of Shop or Camp Equipment*, **WPA Form 390c.**

—Preparation of Justification.

WPA Form 390c shall be completed in every detail, and a copy shall be attached to each requisition copy submitted to the regional office. If additional information is needed in any case for proper administrative determination of the propriety of the proposed purchase, a supplementary statement shall be attached to the form.

Preparation shall be as follows:

— —Identification.

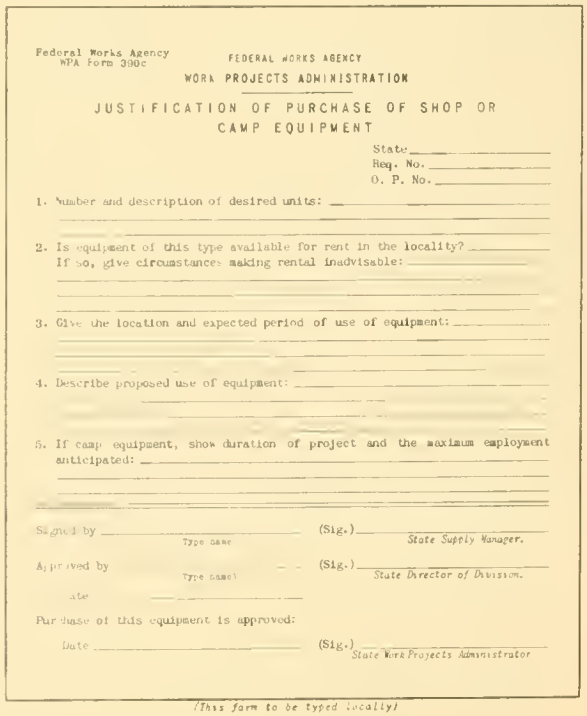
Heading.—The entries in the spaces provided for State, requisition number, and official project number shall be identical with the corresponding entries on the related Treasury Form A-6.

— —Description.

Item 1.—The description of the property shall be brief but sufficient for identification. Only one type of property shall be covered on each WPA Form 390c except in the case of coordinated units such as saws and motors, water pumps and storage tanks, and similar combinations.

— —Rental Data.

Item 2.—If equipment of the type requisitioned is available for rent, give the circumstances believed to make its rental inadvisable, other than the saving to be derived through Government ownership.



Federal Works Agency
WPA Form 390c

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

JUSTIFICATION OF PURCHASE OF SHOP OR CAMP EQUIPMENT

State_____
Req. No._____
O. P. No._____

1. Number and description of desired units: _____

2. Is equipment of this type available for rent in the locality? _____
If so, give circumstances making rental inadvisable: _____

3. Give the location and expected period of use of equipment: _____

4. Describe proposed use of equipment: _____

5. If camp equipment, show duration of project and the maximum employment anticipated: _____

Signed by _____ (Sig.) _____
Type name — State Supply Manager.

Approved by _____ (Sig.) _____
Type name — State Director of Division.

Date _____

Purchase of this equipment is approved:

Date _____ (Sig.) _____
State Work Projects Administrator

(This form to be typed locally)

Item 3.—Identify the direct-service activity or project at which the equipment will be located, and state the period of use at that location. — —Location.

Item 4.—Describe the type of work to be performed; i.e., whether repair of other equipment, production of tool sheds, supply of water for camp personnel, etc. — —Proposed Use.

Item 5.—The duration of the project operation shall be shown in item 5, together with the maximum employment anticipated. — —Project Duration.
— —Employment.

Signature.—Each WPA Form 390c shall be signed by the State Supply Manager, by the State director of the division concerned, and by the State WPA Administrator or his authorized representative. Consideration will not be given to the proposed purchase without these signatures. — —Signature.

Purchase of Scientific and Engineering Devices

Scientific and Engineering Devices.

—Limitation on Purchases.

Scientific and engineering devices shall not be purchased in any instance when they can be obtained from project sponsors or from other public agencies. No requisition for the purchase of such equipment shall be prepared until it has been determined that the equipment is not available from other sources.

—Common Types Not To Be Purchased.

Regardless of the small number that may be on hand, transits having a horizontal circle reading to minutes or to 30 or 20 seconds, and the ordinary wye or dumpy levels, shall not be purchased without special justification. These types of instruments are usually available from the sponsoring agencies, or are readily available from other public agencies on a rental basis.

—Submission of WPA Form 390d.

Each requisition shall be submitted to the central office for approval in the manner described on page 2.9.018, and shall be accompanied by *Justification of Purchase of Scientific and Engineering Devices*, **WPA Form 390d.**

—Preparation of Form.

WPA Form 390d shall be prepared in accordance with the following instructions:

— —Identification.

Heading.—The entries in the spaces provided for the State, requisition number, and official project number shall be identical with the corresponding entries on the related Treasury Form A-6.

— —Description of Equipment.

Item 1.—The first item shall provide a brief but specific description of the desired equipment.

— —Loan and Rental Data.

Item 2.—This item shall show the efforts made to obtain the devices from sponsors or other public agencies and the reasons for failure to do so.

— —Proposed Use.

Item 3.—This item shall indicate whether the work to be performed is highway work, mapping, etc., and the order of accuracy required. All projects on which the equipment is to be used during the first 6 months shall be listed.

— —Future Use.

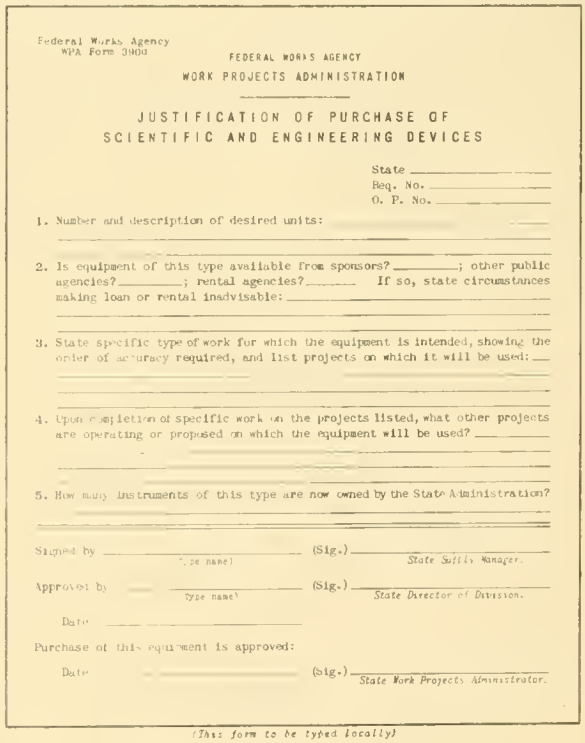
Item 4.—The anticipated use shown in this item need not be based on projects already in operation, but it shall represent as accurate an estimate of such use as possible.

— —Instruments Now Owned.

Item 5.—The figure shown in item 5 shall include instruments already purchased with Federal funds, those ordered though undelivered, and those transferred from other agencies with or without exchange of funds.

— —Signature.

Signature.—Each WPA Form 390d shall be signed by the State Supply Manager, by the State director of the division concerned, and by the State WPA Administrator or his representative. Consideration will not be given to the proposed purchase without these signatures.



Federal Works Agency
WPA Form 390d

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

JUSTIFICATION OF PURCHASE OF
SCIENTIFIC AND ENGINEERING DEVICES

State _____
Req. No. _____
O. P. No. _____

1. Number and description of desired units: _____

2. Is equipment of this type available from sponsors? _____; other public agencies? _____; rental agencies? _____ If so, state circumstances making loan or rental inadvisable: _____

3. State specific type of work for which the equipment is intended, showing the order of accuracy required, and list projects on which it will be used: _____

4. Upon completion of specific work on the projects listed, what other projects are operating or proposed on which the equipment will be used? _____

5. How many instruments of this type are now owned by the State Administration? _____

Signed by _____ (Sig.) _____
(Type name) State Supply Manager.

Approved by _____ (Sig.) _____
(Type name) State Director of Division.

Date _____

Purchase of this equipment is approved:

Date _____ (Sig.) _____
State Work Projects Administrator.

(This form to be typed locally)

Purchase of Industrial Equipment
(Sewing Equipment, Pressing Equipment, etc.)

Industrial Equipment.

—Supplementary Regulations.

In the preparation of requisitions for industrial equipment, the instructions hereinafter prescribed shall be followed in addition to those given on pages 2.9.016-2.9.017.

— —Shipping Instructions.

Shipping instructions contained in all requisitions for the purchase of sewing-room equipment shall provide for delivery of the equipment at the place where it will be used, in order that the Work Projects Administration may realize the full benefit of the following service requirement which is included in all contracts with vendors furnishing equipment under the General Schedule of Supplies, Sewing Machines, Class 66, Supplement No. 3:

> The machines shall be delivered to the destination designated on the purchase order, and upon delivery the contractor shall uncrate and set machines up, complete and ready for operation, and shall give detailed instructions to the consignee as to their care, maintenance, and operation.

— —Specifications.

Specifications for industrial and special types of sewing machines which are not included in the General Schedule of Supplies, and for all sewing-machine tabling and motors, shall be provided on *Specifications for Purchase of Sewing-Room Equipment*, **WPA Form 392**, which shall be submitted as part of the requisition. The specifications provided on WPA Form 392 need not be duplicated on the related Treasury Form A-6, although any special instructions having a bearing on the type of equipment required shall be provided on the Treasury Form A-6.

Federal Works Agency
WPA Form 392

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

SPECIFICATIONS FOR PURCHASE OF SEWING-ROOM EQUIPMENT

Date _____ Requisition No. _____
O. P. No. _____ Item No. _____

Part I. MACHINE

1. Garments _____
2. Kinds of fabrics _____
3. Weight of fabrics _____ ounces
4. Operation to be performed _____
5. Machine type _____ 6. Stitch type _____
7. Number of needles _____ 8. Number of hooks or loopers _____
9. Machine gauge _____ 10. Spacing between needles _____
11. Type of seam or finish _____ 12. Number of threads _____
13. Desired operating speed _____ stitches per minute

Part II. INDIVIDUAL MOTOR TABLE

1. Table top: Length _____ inches. Width _____ inches. Thickness _____ inches. 2. Horsepower _____
3. Current A.C. ☐ D.C. ☐ (Check which) 4. Voltage _____ 5. Phase _____ 6. Cycles _____ 7. R.P.M. _____
8. Winding tapped for light lead: Yes ☐ No ☐ (Check which) 9. Built in friction clutch ☐ Separate transmitter ☐ (Check which)

Part III. SECTIONAL POWER TABLING

1. Number of spaces _____ 2. Single ☐ Double ☐ (Check which) 3. Length of top or plank _____ inches 4. Flat ☐ Trough ☐ (Check which)

A. Line Shaft

5. High shaft ☐ Low shaft ☐ (Check which) 6. Horsepower _____
7. Current A.C. ☐ D.C. ☐ (Check which) 8. Voltage _____
9. Phase _____ 10. Cycles _____ 11. R.P.M. _____
12. Is "V" belt drive desired? _____
("V" belt form of drive is considered standard for high or low speed sectional tabling.)

B. Individual Electric Transmitter

13. Horsepower _____ 14. Current A.C. ☐ D.C. ☐ (Check which)
15. Voltage _____ 16. Phase _____
17. Cycles _____ 18. R.P.M. _____
19. Tapped for light lead _____

Table tops to be cut out or drilled as follows: _____

(This form to be typed locally)

—Preparation of WPA Form 392.

In the preparation of WPA Form 392, the date, the related requisition number, and the related item number (as set forth on the related Treasury Form A-6) shall be entered in the spaces provided. The entries required in the body of the form are as follows:

— —Machine Head.

Part I—Machine.—This part of the form shall be used to describe the type of sewing-machine head desired.

— —Garments.

— —Fabrics.

Items 1 Through 3.—These spaces shall be used to designate the types of garments to be made on the machine desired, and the principal kinds and weights of fabrics to be used in making the garments.

— —Operations.

Item 4.—This space shall be used to describe the operations to be performed by the machine, such as buttonholing, serging, felling, hemming, etc. If any desired features of operation are not covered in items 5 through 13, this space shall be used to describe such features.

— —Type of Machine.

Item 5.—This space shall be used to state the term commonly used to refer to the type of machine desired, such as "flat-bed type," "feed off the arm," "cylinder," etc.

— —Stitch.

Item 6.—Enter in this space the type of stitch to be made by the machine, using the terminology established by standard Government specifications (Federal Specifications DDD-S-751).

Items 7 and 8.—Self-explanatory.

— —Gauge.

Item 9.—This space shall be used, when a machine using two or more needles is requisitioned, to indicate the over-all spacing between the needles; e.g., on a machine of three needles, the term "over-all space" refers to the spacing between the first and third needles.

— —Spacing.

Item 10.—This space shall be used, when a machine using two or more needles is requisitioned, to indicate the space desired between needles; e.g., on a three-needle machine this will be the spacing between the first and second needles and between the second and third needles.

— —Seam or Finish.

Item 11.—This space shall be used to specify the type of seam or finish desired, using the terminology provided in Federal Specifications DDD-S-751.

Items 12 and 13.—Self-explanatory.

— —Motor and Table.

Part II—Individual Motor Table.—This part of the form shall be completed when the requisition calls for (1) tables for industrial-type machines, where each machine will be mounted on an individual table as distinguished from mounting on sectional tables, or (2) sewing-machine motors. In the latter case, item 1 of part II need not be completed.

— —Sectional Tabling.

Part III—Sectional Power Tabling.

Item 1.—Self-explanatory.

— — —Type.

Item 2.—Indicate whether a single- or double-type section is desired. Double tabling consists of sections of two spaces, facing and attached to each other by a V-shaped trough or a flat tray.

— — —Length.

Item 3.—This space shall be used to designate the length desired for each section.

Item 4.—Self-explanatory.

— — —Line-Shaft Transmitters.

Items 5 Through 19.—If a line shaft is desired, items 5 through 12 shall be filled in. If individual electric transmitters are to be used, items 13 through 19 shall be filled in.

— — —Cutting and Drilling.

Instructions or diagrams of the desired cutting or drilling of the table tops shall be provided at the bottom of the form.

—WPA Form 390e.

Justification for the purchase of industrial equipment shall be provided on *Justification of Purchase of Industrial Equipment*, **WPA Form 390e**, which shall be prepared as follows:

— —Preparation.

Heading.—The entries in the space provided for the State, requisition number, and office project number shall be identical with the corresponding entries on the related Treasury Form A-6.

Item 1.—Give a brief description of the equipment desired and the number of units.

Item 2.—Answer "yes" to the first question if equipment of the general type desired is obtainable from any source other than through purchase. Answer "no" if not so obtainable. If the answer to the first question is "yes," state the reasons why it is undesirable to

obtain equipment from other sources. Among the possible reasons are the undesirability of the equipment obtainable from other sources, the fact that a sponsor will not contribute textiles if equipment is furnished, etc.

Federal Works Agency
WPA Form 390e

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

JUSTIFICATION OF PURCHASE OF
INDUSTRIAL EQUIPMENT

State _____
Req. No. _____
O. P. No. _____

1. Number and description of desired units: _____
2. Is equipment of this type available from other sources? _____
   If so, state circumstances making purchase advisable: _____
3. Will the additional textiles which this purchase will necessitate be furnished by the sponsor or by the WPA? _____
4. Is the new equipment to replace worn-out or obsolete equipment, or is it for the purpose of handling increased rate of production? (Explain in detail, stating plan for replacement of worn-out or obsolete equipment.) _____
5. Is the equipment covered by the project proposal, Form 301? _____
6. What is the approximate quantity of equipment of this type presently owned by the State Administration or otherwise available? _____
7. What arrangements have been made to provide the space, electrical power, and maintenance services required for the equipment? _____

Signed by _____ (Sig.) _____
(Type name) *State Supply Manager.*

Approved by _____ (Sig.) _____
(Type name) *State Director of Division.*

Date _____

Purchase of this equipment is approved.

Date _____ (Sig.) _____
State Work Projects Administrator.

(This form to be typed locally)

Item 3.—Since purchases will usually involve an increased productivity, necessitating increased textile requirements, state the source from which additional textiles will be obtained.

Item 4.—The purchase, if not required for expansion of plant, should be part of a well-thought-out plan for replacement of worn-out and obsolete equipment. The details of this plan should be stated.

Item 5.—Answer "yes" only if the purchase is specifically covered by the project proposal or if covered by a general item in the project proposal which unquestionably includes this purchase. Otherwise answer "no."

Item 6.—This purchase should be related to the status of all equipment now available to the project.

Item 7.—If the equipment to be purchased calls for additional space, adjustment of electrical power facilities, or additional or new services for maintenance and repair of the equipment, state the arrangements already made to take care of these requirements.

Purchase of Books for Library-Service Projects

Purchase of Books for Library-Service Projects.

—Justification.

All requisitions for the purchase of books for use on library-service projects shall be accompanied by *Justification of Purchase of Books for Library-Service Projects*, WPA Form 390f, which shall be prepared as follows:

—Preparation of WPA Form 390f.

Heading.—The entries in the spaces provided for the State, requisition number, and official project number shall be identical with the corresponding entries on the related Treasury Form A-6.

Item 1.—The term "project book inventory" refers to books purchased from Federal funds. Column headings refer to books purchased to date and additional books requested in this order.

Subitem A.—Indicate the number of separate volumes both in total and by groups for adult fiction, adult nonfiction, and juvenile.

Subitem B.—Refer to individual book titles only, regardless of the number of duplicate copies of any one title.

Subitem C.—Compute net cost per volume by dividing the total cost (less discount) by the number of volumes. Cost shall be made at discount.

Subitem D.—"Deducted from inventory" refers to books lost, stolen, destroyed, etc., consequently withdrawn from bookstock records.

Item 2.—Explain in terms of special or localized interest.

Item 3.—Answer "yes" only if the purchase is specifically covered by the project proposal or if covered by a general item in the project proposal which unquestionably includes this purchase. Otherwise answer "no."

Items 4 and 5.—Answers to these items should be in accordance with the statement of policy contained elsewhere.[10]

Item 6.

Subitem A.—Name city or town in which project-unit headquarters are located.

Subitem B.—Indicate the county or the region composed of two or more counties joining in the maintenance of service, and give the latest available population figures for the areas to which service is given.

Subitem C.—The answers to (1) and (2) of this question should show the total number of books available to the project from all sources.

Federal Works Agency
WPA Form 390f

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

JUSTIFICATION OF PURCHASE OF BOOKS FOR LIBRARY SERVICE PROJECTS

State _____
Req. No. _____
O. P. No. _____

1. Show information pertaining to the State-wide project book inventory, as follows:

	Catalogued to date	On requisition or in process of being catalogued	In this order
A. Total number of volumes			
(1) Total number adult fiction			
(2) Total number adult nonfiction			
(3) Total number juvenile			
B. Total number titles			
C. Estimated average net cost per volume	$	$	$
D. Volumes deducted from inventory			

2. Explain concentrated buying in any group or any subject: _____
3. Are these books covered by the project proposal, Form 301? _____
4. Are the books to be used to demonstrate library service to unserved areas?
5. Does the sponsor understand that the books are to be *loaned* for a reasonable length of time for use as "tools" in demonstrating library service? _____
6. For each service unit which is to receive a part of this order, give the following information:
   A. Location of unit: _____
   B. Area and population served: _____
   C. Existing bookstock:
      (1) Sponsor-owned supplied for project use: _____
      (2) Project-owned: _____

Signed by _____ (Type name) (Sig.) _____ *State Supply Manager,*

Approved by _____ (Type name) (Sig.) _____ *State Director of Division.*

Date _____

Purchase of this equipment is approved.

Date _____ (Sig.) _____ *State Work Projects Administrator.*

(This form to be typed locally)

[10] See appendix A, item 9-6.

PART VI. RENTAL OF EQUIPMENT

Rental of Equipment.

—Use of Treasury Form A-6.

All equipment to be rented for the Work Projects Administration with Federal funds or with sponsors' funds deposited in the United States Treasury shall be obtained through the Procurement Division of the Treasury Department by the submission of *Requisition for Purchase*, Treasury Form A-6. The requisition shall be prepared and submitted in accordance with the general instructions prescribed in part III of this chapter and in accordance with the special instructions prescribed in this section. Equipment rental requisitions deviating from these instructions are subject to the approval of the central office, as indicated on page 2.9.004.

—Competitive Bidding Procedure Required.

Upon receipt of a properly prepared and approved requisition, the Procurement Division will proceed to secure the required equipment services on the basis of competitive bids, pursuant to section 3709, Revised Statutes.

—Equipment Owned by a Public Agency.

In the event the most favorable bid for furnishing equipment is submitted by a public agency, the Procurement Officer will forward pertinent information relative to the bids received to the State Administrator for consideration prior to the execution of a contract for the services. In such cases the State Administrator shall determine whether the public agency submitting the bid will be benefited by the project for which the equipment has been requisitioned. If it is determined that the public agency will receive no benefit, the State Administrator may recommend to the Procurement Officer that a contract be entered into with the public agency. However, if it is determined that the public agency will be benefited by the project, the State Administrator shall endeavor to obtain the use of the equipment as a contribution to the project. If such arrangements can be made, the requisition shall be canceled. If such efforts are unsuccessful, a copy of each of the documents pertinent to the transaction, accompanied by a letter indicating the State Administrator's recommendation in connection therewith, may be forwarded for review by the Chief Engineer. The State Administrator and the Procurement Division will be advised of the Chief Engineer's determination in the matter.

—Standard Conditions of Rental.

The Work Projects Administration has established certain standard conditions of rental which comprise three alternate sets of contract articles designated respectively as (1) WPA Standard Conditions for Renting Equipment on a Production Basis, (2) WPA Standard Conditions for Renting Equipment with Operating Personnel (Time Basis), and (3) WPA Standard Conditions for Renting Bare Equipment (Time Basis). These articles shall be included according to their appropriate application in all requisitions for renting construction, automotive, or shop equipment, and shall be included in requisitions for other types of equipment so far as practicable.

—Conditions Not To Be Changed Without Authority.

—Standard Conditions.

None of the articles may be changed except by authority of the Chief Engineer, Washington, D. C. Proposed changes shall be submitted in the form of substitute paragraphs or articles. The Standard Conditions, together with detailed information as to proper usage, are shown in appendix G to this volume for equipment to be rented on a time basis and on page 2.9.0641 for equipment to be rented on a production basis.

—Other Applicable Regulations.

Special regulations governing the rental of noiseless typewriters, furniture, and other office equipment are given on page 1.6.051.

Alternate Forms of Rental Contract for Time Basis

Alternate Forms of Rental Contract.

In order to minimize delays and to secure reasonable rental rates under varying conditions of operation, it is necessary to provide for both the "definite" and the "indefinite" use of equipment, and to provide for both "straight time" and "broken time" payment. Equipment may be furnished either "with" or "without" operating services, and it therefore becomes necessary to utilize at least eight alternate bases of rental. As the obligations and legal liabilities connected with these various bases are different, they entail the use of eight alternate forms of contract, as follows:

1. Definite Use, Straight-Time Payment, With Operating Personnel
2. Definite Use, Straight-Time Payment, Bare Equipment
3. Definite Use, Broken-Time Payment, With Operating Personnel
4. Definite Use, Broken-Time Payment, Bare Equipment

1-A. Indefinite Use, Straight-Time Payment, With Operating Personnel
2-A. Indefinite Use, Straight-Time Payment, Bare Equipment
3-A. Indefinite Use, Broken-Time Payment, With Operating Personnel
4-A. Indefinite Use, Broken-Time Payment, Bare Equipment

—Information Required for Contracts.

In order that the Procurement Division may prepare these forms in the correct manner, it is essential that certain information peculiar to each form be set forth in the rental requisition. It shall be incumbent upon the State Administrations to request the appropriate form in accordance with the instructions hereinafter set forth.

—Definite-Use Contracts.

Definite-Use Contracts.—The definite-use contract stipulates an "estimated" amount of use of the equipment, regardless of whether the equipment is furnished under straight-time or broken-time payment, this use being of the essence of the contract. The vendor is obligated to make the equipment available at some predetermined time and place, and his failure to do so may constitute a breach of the contract. Contracts of this type should be requested only where the time and place of delivery, and the approximate amount of equipment service required, are reasonably certain.

— —Preparation of Requisition.

When equipment is to be procured on a basis of definite use, the *Requisition for Purchase*, Treasury Form A-6, shall be encumbered in an amount equal to the total estimated charges payable under the contract throughout its entire life. If the equipment is to be used on one project only, the requisition shall be encumbered directly against funds of that project, but if it is to be used on two or more projects, the requisition shall be encumbered against the Supply Fund Account. Adjustments of the encumbrance necessitated by discrepancy between the estimated and the actual amount payable under the contract shall be made by the use of Treasury Form A-5a.

—Indefinite-Use Contracts.

Indefinite-Use Contracts.—The indefinite-use contract is intended to permit the Government to obtain the services of the equipment when, as, and if requested. Such contracts should ordinarily have a life of 3, 4, or 6 months, but shall not extend beyond the close of the fiscal year. Contracts of this kind state an area of use and establish rental rates but do not state any estimated amount of use. The amount of time during which the Government will use or retain the equipment is not of the essence of the contract. The vendor incurs no liability for failure to furnish the equipment as requested, and the Government's only recourse in the event of such failure is to refrain from issuing further orders under the contract. The Government incurs no liability for failing to call for delivery of the equipment.

— —Use.

In view of the characteristics here mentioned, indefinite-use contracts may not be satisfactory instruments for meeting project requirements where equipment is scarce, and may not be conducive to low rental charges. However, they frequently offer the only practical means of effecting expeditious procurement of the equipment. This type of contract should be requisitioned only when the time, place, or amount of operation is not known with sufficient accuracy in advance to warrant definite commitments with respect to the Government's use of the equipment.

— —Bases of Payment.

Indefinite-use contracts may specify either a straight-time or a broken-time basis of payment. However, when the straight-time basis is specified, in conjunction with the Standard Conditions of Rental, it is necessary to base the comparison of bids on a proper summation of rental and other charges for some specific number of calendar days. This number should preferably be 30, as the summation of the daily rental charge and the hourly operating charges for that period would then be equivalent to a monthly rental rate. It should be noted that when the straight-time basis of payment is specified in an indefinite-use contract, there may be more than one rental period during the life of the contract.

— —Preparation of Requisition.

Where equipment is to be procured on a basis of indefinite use, the State Administrator shall request the Procurement Officer to award indefinite-use contracts in areas of use. The request shall ordinarily be made on an unencumbered *Requisition for Purchase*, **Treasury Form A-6**, which may be used as a blanket or memorandum requisition. In special cases, however, where circumstances are deemed to make the use of Treasury Form A-6 inadvisable, the request may be made by letter to the Procurement Officer. In either event the request shall include the information hereinafter designated in the section entitled "Contents of Equipment Rental Requisitions."

— —Encumbrance.

Where the renting is done under the Supply Fund Account, a blanket encumbrance shall be established on the first of each month covering the total estimated amount of rental on all equipment to be furnished under that account during the month. If the renting is done by projects, a blanket encumbrance shall be established on the first of each month for each project, this encumbrance to cover the total estimated amount of rental on all equipment to be furnished to the project during the month. These encumbrances shall be established by the use of Treasury Form A-6 and shall be adjusted by the use of Treasury Form A-5a.

Revised Jan. 22, 1942

Alternate Bases of Payment for Time-Basis Contracts

Alternate Bases of Payment.

The Standard Conditions of Rental establish a "straight time" and a "broken time" basis of payment for equipment furnished either with or without operating personnel. The charges payable on these bases are as follows:

—Equipment With Operating Personnel.

Equipment With Operating Personnel

— —Straight Time.

1. *Straight-Time Basis.*—The operating charges are payable at a specified hourly rate for each hour of use of the equipment. The rental on the equipment itself is payable at a specified rate per calendar day for each calendar day in the rental period.

— —Broken Time.

2. *Broken-Time Basis.*—The charge for the equipment and the charges for the operating services of the vendor are combined into a single hourly charge which is payable for each hour of use of the equipment.

—Bare Equipment.

Bare Equipment.

— —Straight Time.

3. *Straight-Time Basis.*—The rental on the equipment is payable at a specified rate per calendar day for each calendar day in the rental period.

— —Broken Time.

4. *Broken-Time Basis.*—The rental on the equipment is payable at a specified rate per working day. This rate is payable for each day on which the equipment is placed in use.

—Use of Straight-Time Basis.

The straight-time basis of payment as indicated above is intended for equipment which remains continuously available to the Government, or in the custody of the Government over a succession of calendar days. If the equipment to be rented in any given case is of a type that would normally remain at the place of operations from day to day regardless of the actual use, or if it appears for any reason that such a condition would exist, the straight-time basis of payment shall be specified.

—Use of Broken-Time Basis.

The broken-time basis of payment is designed for equipment which remains available to the Government, or in the custody of the Government, only when in actual use. If the equipment to be rented in any specific case is of a type that would not normally remain at the place of operations except when in use, or if it appears for any reason that such a condition would exist, the broken-time basis of payment shall be specified.

Rescinded July 3, 1942

Contents of Equipment Rental Requisitions

Contents of Equipment Rental Requisitions.

Equipment rental requisitions prepared as the basis of an Invitation for Bids shall contain all information needed by the Procurement Division for securing the desired units under appropriate forms of contract. In order to indicate the information required, there is given below a check list of the more important items, together with an indication as to whether the individual item applies to a definite-use contract, an indefinite-use contract, or both.

—Information Required.

—Check List.

Check List for Contents of Rental Requisitions

Item of information	*Required for definite use*	*Required for indefinite use*
1. Type of contract	Yes	Yes
2. Item numbers	Yes	Yes
3. Number of units required	Yes	No
3-a. Estimated number of units required	No	Yes
4. Type and size	Yes	Yes
5. Estimated daily or hourly rates	Yes	No
6. Estimated total rental	Yes	No
7. Estimated use:		
(a) Equipment (rental period)	Yes	No
(b) Operating services (hours)	Yes	No
(c) Combined equipment and operating services (hours)	Yes	No
8. Service or performance requirements	Yes	Yes
9. Basis of payment (straight- or broken-time)	Yes	Yes
10. Personnel to be furnished by vendor	Yes	Yes
11. Supplies to be furnished by vendor	Yes	Yes
12. Regular working hours per day	Yes	Yes
13. Regular working days per week	Yes	Yes
14. Repair requirements (bare equipment only)	Yes	Yes
15. Safety requirements	Yes	Yes
16. Authorized changes in Standard Conditions of Rental	Yes	Yes
17. Additional conditions of rental	Yes	Yes
18. Date of delivery	Yes	No
19. Place of delivery	Yes	No
20. Area of use (city, county, or other)	No	Yes
21. Expiration date of contract	Yes	Yes

—Details of Information.

The information indicated by items in the above list shall be prepared according to the following instructions:

— —Type of Contract.

1. *Type of Contract.*—The requisition shall specify whether a definite-use or indefinite-use contract is desired.

— —Item Numbers.

2. *Item Numbers.*—When more than one type of equipment is specified in a single requisition each type shall be given a separate item number, and where the type is composed of more than one size each size shall be given a separate item number.

— —Number of Units.

3. *Number of Units Required.*—This number shall be either the number of units required on a single project or the number required for a direct-service activity under the Supply Fund Account.

— —Estimated Number of Units.

3-a. *Estimated Number of Units Required.*—This number shall be the estimated number of units required for all activities of the Work Projects

Administration in a single area of use, other than those to be procured under definite-use contracts. An exception for the latter contracts should be stated.

4. *Type and Size.*—A complete description shall always be given of the type and size of equipment required. — —Type and Size.

5. *Estimated Daily or Hourly Rates.*—The estimated rates stated in requisitions shall be based on conditions involved in the specific case, including the basis of payment, the amount of use required, and the duration of the rental period or the period of the contract. The estimated daily rates for the straight-time and the broken-time basis of payment obviously should not be the same. — —Rates.

6. *Estimated Total Rental.*—The estimated total rental shall be shown in a different manner for each of the four alternate forms of definite-use contract hereinbefore mentioned. The manner of showing this information in connection with each form is indicated on page 2.9.063. — —Total Rental.

7. *Estimated Use.*—The estimated use of equipment for the four alternate forms of contract shall be shown as indicated on page 2.9.063. — —Estimated Use.

8. *Service or Performance Requirements.*—These requirements may be designated by specifying particular mechanical features, rate of output, safety devices, and other points, but not by specifying new equipment exclusively. — —Service Requirements.

9. *Basis of Payment.*—One basis of payment only shall be specified. This basis shall be selected in accordance with instructions hereinbefore set forth under the heading "Alternate Bases of Payment." — —Payment.

10. *Personnel To Be Furnished by Vendor.*—In cases where the operating personnel consists of more than one person, the number of persons to be furnished by the vendor, together with their classifications, must be stated. — —Personnel.

11. *Supplies To Be Furnished by Vendor.*—If the Government is to furnish any operating supplies, the exact items to be furnished shall be specified; if not, the requisition shall state that the vendor will be required to furnish all fuel, lubricants, and other supplies required for proper operation of the equipment. — —Supplies.

12. *Regular Working Hours per Day.*—The regular number of hours during which the equipment will be operated on working days must be specified in every case, as it is of the essence of any contract based on the Standard Conditions of Rental. — —Working Hours.

13. *Regular Working Days per Week.*—The regular number of working days per week may be specified where deemed advisable, but it is not of the essence of a contract based on the Standard Conditions of Rental. — —Working Days.

14. *Repair Requirements.*—The Standard Conditions of Rental for bare equipment establish two alternate bases for handling repairs. On one basis the vendor is obligated to make all repairs required to keep the equipment in proper operating condition. On the other he is required merely to make such repairs as are occasioned by the failure of parts which were faulty or badly worn at the time of delivery of the equipment. One of these bases must be designated. — —Repairs.

— —Safety.

15. *Safety Requirements.*—In the case of trucks it shall be stipulated that the equipment is to conform with WPA Safety Bulletins No. 2 and No. 3, including any supplements thereto in effect as of the date of the Invitation for Bids. In the case of other equipment it may be desirable to specify particular features, require compliance with the trade-association standards, or refer to some particular make and model of equipment.

— —Changes in Conditions.

16. *Authorized Changes in the Standard Conditions of Rental.*—Any change in the Standard Conditions which has been authorized by the Chief Engineer shall be provided for by furnishing the Procurement Division with complete substitute paragraphs or articles.

— —Additional Conditions.

17. *Additional Conditions of Rental.*—The Standard Conditions of Rental do not include all of the provisions that should ordinarily be included in a rental contract. Various other provisions will be formulated by the Procurement Division in accordance with Federal laws and regulations of the Procurement Division. Still other provisions may be formulated by the Work Projects Administration and included as additional paragraphs or articles. The latter may consist of any suitable provisions which do not conflict with the Standard Conditions.

— —Delivery Date.

18. *Date of Delivery.*—In every request for a definite-use contract, either an approximate date of delivery or a specific delivery date shall be specified. In requests for indefinite contracts, no dates of delivery are to be stated.

— —Delivery Site.

19. *Place of Delivery.*—The place of delivery shall be stated if the equipment is to be used on a single project. Where the equipment is to be rented under the Supply Fund Account it may or may not be necessary to designate the place of delivery, depending upon circumstances in the individual case.

— —Area of Use.

20. *Area of Use.*—In all requests for indefinite-use contracts this area shall be designated. The area of use is ordinarily defined by the boundaries of a city or a county but may be of greater extent. However, it shall not be of such extent as would cause rental rates to contain excessive contingency allowances.

— —Expiration Date.

21. *Expiration Date of Contract.*—The expiration date for indefinite-use contracts in each area of use shall be established through collaboration between the State Administration and the State Procurement Officer.

In a definite-use contract the expiration date should be fixed at such time as will assure the Government of securing the maximum amount of equipment service or equipment and operating service to be authorized in the contract. In other words, the period of the contract should be made to encompass the time elapsing between the date of the contract and the probable date of delivery, plus the period during which the equipment will be used, plus an additional period of contingent use. In no case, however, shall the period of the contract extend beyond the close of the fiscal year unless made contingent upon the availability of appropriated funds. This point must be taken into account in specifying the estimated use of the equipment.

Each requisition serving as the basis for an Invitation for Bids shall contain certain information relative to the anticipated use of the equipment

and, in the case of definite-use contracts, shall show the estimated rental charge together with the total estimated amount of rental. This information, which serves as the basis for special conditions of the contract, differs with each of the forms of contract listed before and should be shown as indicated in the following examples:

—Examples of Anticipated Use.

Definite-Use Contracts

Form 1.—Straight Time, With Operating Service

Estimated rental period: 90 calendar days.
Estimated operating time: 480 hours.
Regular hours of operation: 8 hours per day.
Regular days of operation: 5 days per week.
Time of delivery: On or about Feb. 15, 1940.
Contract to expire May 31, 1940.

Rental charge:	
90 calendar days @ $20	$1,800
Personnel charge:	
480 hours @ $0.90	432
Supplies charge:	
480 hours @ $0.80	384
One delivery and removal charge	80
Estimated amount of the contract	$2,698

Form 2.—Straight Time, Bare Equipment

Estimated rental period: 90 calendar days.
Regular hours of operation: 8 hours per day.
Time of delivery: On or about Feb. 15, 1940.
Contract to expire May 31, 1940.

Rental charge:	
90 calendar days @ $20	$1,800
One delivery and removal charge	80
Estimated amount of the contract	$1,880

Form 3.—Broken Time, With Operating Service

Estimated use: 480 hours.
Regular hours of operation: 8 hours per day.
Regular days of operation: 5 days per week.
Initial delivery: On or about Feb. 15, 1940.
Contract to expire May 31, 1940.

Estimated charge for equipment	$2 per hour
Estimated charge for operation	1 per hour
Estimated rental charge	$3 per hour
Estimated amount of the contract:	
480 hours @ $3	$1,440

Subcharges for equipment and operation to be segregated in bids. Delivery and removal charges to be included in the rental charge.

Form 4.—Broken Time, Bare Equipment

Estimated use: 80 operating days.
Regular hours of use: 8 hours per day.
Initial delivery: On or about Feb. 15, 1940.
Contract to expire May 31, 1940.

Estimated amount of the contract:	
80 days @ $10	$800

Delivery and removal charges to be included in the rental charge.

Indefinite-Use Contracts

Form 1-A.—Straight Time, With Operating Service

Equipment to be furnished when, as, and if requested by the Government.
Regular hours of operation: 8 hours per day.
Regular days of operation: 5 days per week.
Contract to expire June 30, 1940.

Comparison of bids to be based on a summation of charges for the following items:
(a) Rental charge: 30 calendar days.
(b) Personnel charge: 180 hours.
(c) Supplies charge: 180 hours.
(d) One delivery and removal charge.

Form 2-A.—Straight Time, Bare Equipment

Equipment to be furnished when, as, and if requested by the Government.
Regular hours of operation: 8 hours per day.
Contract to expire June 30, 1940.

Comparison of bids to be based on a summation of charges for the following items:
(a) Rental charge: 30 calendar days.
(b) One delivery and removal charge.

Form 3-A.—Broken Time, With Operating Service

Equipment to be furnished when, as, and if requested by the Government.
Regular hours of operation: 8 hours per day.
Contract to expire June 30, 1940.

Rental charge to be segregated into subcharges covering rental on the equipment and the operating services. Delivery and removal charges to be included in the rental charge.

Form 4-A.—Broken Time, Bare Equipment

Equipment to be furnished when, as, and if requested by the Government.
Regular hours of operation: 8 hours per day.
Contract to expire June 30, 1940.

Delivery and removal charges to be included in the rental charge.

Rental of Bookmobiles

Rental of Bookmobiles.

Bookmobiles shall not be purchased outright with Federal funds. They shall be obtained either from the sponsor or on a rental basis. In the latter case, requisitions for rental of bookmobiles must receive central office approval, in accordance with the procedure stated on page 2.9.004. Such requisitions shall be accompanied by *Justification of Rental of Bookmobiles*, **WPA Form 390g**, as prescribed below.

—Justification.

— —Preparation of WPA Form 390g.

Heading.—The entries in the space provided for the State, requisition number, and official project number shall be identical with the corresponding entries on the related Treasury Form A-6.

Item 1.—State the number of separate trucks or chassis, and describe each.

Item 2.—State the reasons why it is impossible or undesirable for the sponsor to furnish this equipment.

Item 3.—Answer "yes" or "no."

Item 4.—Answer "yes" only if the rental is specifically covered by the project proposal or if covered by a general item in the project proposal which unquestionably includes the rental. Otherwise answer "no."

Item 5.—Include all bookmobiles owned or rented by the Work Projects Administration and those furnished by sponsors for use on the State-wide project.

Item 6.—Identify the service area by names of cities, counties, etc., and give the approximate area in square miles.

Item 7.—Answer "yes" or "no." Use attached sheet for further explanation if required.

Item 8.—State whether maintenance cost will be furnished by the Work Projects Administration or by the sponsors.

Federal Works Agency
WPA Form 390g

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

JUSTIFICATION OF RENTAL OF BOOKMOBILES

State _____
Req. No. _____
O. P. No. _____

1. Number and description of desired units: _____

2. What are the circumstances making it impossible or inadvisable for the sponsor or cooperating sponsor to furnish this equipment? _____

3. Has the sponsor agreed in writing to bear the cost of constructing a bookmobile body, according to specifications supplied by the WPA, to be used in conjunction with this equipment? _____

4. Is the rental of the equipment covered by the *Project Proposal*, WPA Form 3017? _____

5. How many bookmobiles are presently available to the State-wide project from all sources? _____

6. What is the proposed service area over which this equipment is to operate?

7. Does the sponsor understand that the rental of the truck chassis will be on a month-to-month basis with a 30-day cancellation clause, and that at the expiration of a reasonable period of demonstration the rental contract must be either canceled or absorbed by the area being served? _____

8. What arrangements have been made to provide garaging, repairs, fuel, lubricants, and tires for the equipment? _____

Signed by _____ (Type name) (Sig.) _____ *State Supply Manager.*

Approved by _____ (Type name) (Sig.) _____ *State Director of Division.*

Date _____

Rental of this equipment is approved.

Date _____ (Sig.) _____ *State Work Projects Administrator.*

(This form to be typed locally)

Production (Output) Basis of Rental

Production Basis of Rental.

The production basis for renting equipment differs from the various time bases mainly in the method of determining the accrued rental. When the equipment is rented on the production basis, the amount of rental to be paid depends upon the number of units of production or work derived from the equipment rather than upon the number of hours or days of use.

—Use of Production Basis of Rental.

The production basis of rental is subject to use where it is administratively determined that:

1. It is definitely to the advantage of the Government to rent an aggregation of equipment from one vendor for performing a specified amount of production at a given location.
2. The nature of the work is such that various types and sizes of equipment can be utilized to perform the proposed production.
3. The production is adaptable to accurate physical measurement in standard units, such as tons, gallons, square yards, ton miles, cubic-yard miles, etc.

—Limitations on Production Basis of Rental.

The production basis of rental is subject to the following limitations:

1. It shall be used only in conjunction with a single operating project or a single approved production "Direct Service Activity" under the Supply Fund Account.
2. It shall not be used for equipment furnished without operator.
3. It shall not be used for any equipment rented under the Supply Fund Account for subrenting to operating projects.

—Limitations on Requirements of Contracts.

Contracts for renting equipment on the production basis shall not require the vendor to perform functions of management, to complete the work within a given time, or to produce a given quality of work.

—Requisitions for Rental.

Requisitions for renting equipment on a production basis shall be prepared in accordance with the following:

— —Vendor.

1. The individual firm, co-partnership or corporation furnishing the equipment shall be referred to as the "vendor" and not as the "contractor."

— —Materials.

2. The vendor shall not be required to furnish materials except those needed in connection with operating the equipment.

— —Management of Work.

3. The vendor shall not be required to direct or manage any work of WPA employees being carried on by the Work Projects Administration concurrently with that covered by this contract. In cases where the Work Projects Administration elects to perform any phase of the operations in connection with the production of the equipment, the respective operations of the vendor and of the Work Projects Administration shall be separately and distinctly stipulated in the requisition.

— —Personnel.

4. The vendor shall not be obligated to furnish labor other than that required to operate the equipment and perform work purely incidental thereto. All such incidental work shall be defined in the requisition.

— —Quality of Work.

5. Requisitions shall not indicate that the vendor will be held responsible for the quality of any work other than that designated in the requisition as work incidental to operation of the equipment. However, requisitions should indicate that the vendor may be required to make good any work damaged by his failure to operate his equipment properly or in compliance with Government instructions.

Added July 3, 1942

— —Type of Work.

6. Each requisition shall specify equipment identified with a single type of work, i.e., (a) excavation and/or grading, (b) base stabilization, (c) processing and applying pavement materials, and (d) other appropriate types.

— —Suitability and Adequacy of Equipment.

7. Where the equipment is to consist of a group of complementary units, prospective bidders shall be permitted to offer groups of any type suitable for the work. In such cases the responsibility for determining the suitability and adequacy of a proposed group shall be in the Work Projects Administration. The requisitions shall not contain a list of the units to be furnished.

— —Responsibility of Vendor.

8. Requisitions shall specify that the responsibility of the vendor shall end with performance of the stipulated services. The responsibility for timely completion of the work shall be that of the Work Projects Administration.

— —Damage Clause.

9. No liquidated damage clause shall be included in the contract. The Government's remedy in the event of the vendor's failure to perform shall consist of either placing additional equipment on the project or terminating the use of the vendor's equipment and procuring other equipment as provided in article 10 of "Standard Conditions." (See page 2.9.6498.)

— —Plans or Specifications.

10. Any construction plans or specifications referred to in the requisition shall be construed purely as instruments for conveying information to prospective bidders or as a basis for issuing instructions to the vendor. Requisitions shall not contain statements which would incorporate such plans or specifications in a rental contract.

— —Wage Rates.

11. Rental requisitions shall not contain provisions requiring the vendor to pay prevailing wage rates or to pay any specified minimum wage.

—Sections of Requisition.

Requisitions covering the rental of equipment on a production basis shall include the following separate and distinct sections and shall be prepared in accordance with the following instructions:

—Information for Bidders.

Information for Bidders.—This section of the requisition shall be informative only and shall not contain statements which in themselves would place an obligation upon the vendor or the Government. Information which is not clearly set forth in other sections of the requisition or any information which would be of assistance to the prospective bidders in preparation of their bids should be included in this section. (See specimen on pages 2.9.0644-2.9.0645), except article 4.

—Special Conditions.

Special Conditions.—This section shall include all contractual provisions necessary to supplement, or to modify the broad terms of the "Standard Conditions." (See specimen on pages 2.9.0644-2.9.0645), except articles 1 through 7.

—Standard Conditions.

Standard Conditions.—This section shall consist of a separate document, reproduced locally without change from the "Standard Conditions" specified on pages 2.9.06496-2.9.06498, unless changes or deviations made necessary by unusual circumstances have received the prior approval of the Chief Engineer, Work Projects Administration, Washington, D. C.

—Operating Specifications.

Operating Specifications.—This section shall set forth the detailed stipulations required to govern the operation of the equipment and the vendor's performance of work incidental thereto. (See specimen on pages 2.9.0644-2.9.0645.)

Added July 3, 1942

— —Work on Other Than Airports.

In connection with requisitions covering work for airports, such stipulations shall specifically refer to the applicable specifications formally issued as standards by the CAA Airport Division, Washington, D. C. Any deviation from these specifications shall require the approval of the Chief Engineer, Work Projects Administration, Washington, D. C., prior to the submission of the requisition to the Procurement Division of the Treasury Department.

— —Work on Other Than Airports.

For work on other than airports, such stipulations shall refer to standard Federal, State, municipal, or other accepted specifications as a basis for issuing Government instructions in connection with the operation of the equipment.

— —Purchase of Material for Use With Equipment.

When it is necessary that materials be purchased for use with equipment rented on a production basis, a single requisition shall be utilized for procuring both the material and the equipment services. This requisition shall be broken down into two payment items set forth as item No. 1 and item No. 2 on the requisition. Item No. 1 shall cover the aggregate of the materials, and Payment Item No. 2, equipment services. If more than one kind of material is needed, item No. 1 shall be segregated into appropriate subitems as illustrated on the specimen requisition in part VI of this chapter.

— —Administrative Predetermination.

Where it can be administratively predetermined that the best interests of the Government will be served by the award of one contract for both items to a single vendor, such stipulation may be made a part of the requisition. The sample requisition, pages 2.9.0644 and 2.9.0645, illustrates the method to be followed in the preparation of this type of requisition.

— —Receipt of Services and Materials, WPA Form 741.

Documentation of the receipt of services and materials pursuant to this type of contract shall be made on WPA Form 741. Quantities for each payment item shall be reported as prescribed on page 2.10.052 except that where production is in units of a ton mile or cubic-yard mile WPA Form 767 shall be used as prescribed on page 4.1.043.

— —Preparation of Standard Forms A-8.

Treasury Department Standard Forms A-8 shall be prepared in the Control Unit of the Supply Section as prescribed on page 2.10.056. Each such form except the "Final A-8" shall contain a statement to the effect that a deduction of ten percent (10%) shall be made by the Procurement Officer from the amount of the payment covering the equipment services as provided in article 4 of "Standard Conditions," (See page 2.9.06497.)

— —Preparation of Requisition.

— —Equipment Services Only.

Where materials are not to be procured and only equipment services are desired, the following shall be deleted: Item No. 1 of the Requisition for Purchase, Article 4 of Information to Bidders, and Articles 1 through 7 of Special Conditions; and wherever the term "vendor of Item No. 2" is used it shall be changed to "vendor."

— —Preparation of All Requisitions.

All requisitions for (1) rental of equipment on a production basis and (2) requisitions covering the purchase of materials and rental of equipment on a production basis are to be prepared in keeping with the instructions contained herein. Requisitions prepared in conformance with these instructions shall be forwarded directly to the appropriate procurement officer through established channels.

Added July 3, 1942

Form A-8 (Revised ..., 1939)
U. S. TREASURY DEPARTMENT
Accounts and Deposits

REQUISITION FOR PURCHASE

Date (Date Prepared), 19

From: (Name and Title of State Administrator)
(Authorized administrative official)

Work Projects Administration
(Department or administration)

(Name of City) (Name of State)
(City) (State)

To: PROCUREMENT OFFICER, U. S. TREASURY DEPT.
(Name of City and State in which the Procurement Officer is located)

It is requested that the items of services or articles listed below be procured and charged to the appropriation, symbol, and title indicated.

Symbol 76500P (29)

Title Emergency Relief, Work Projects Administration, Non-Federal Projects 1942

Shipping instructions: Municipal Airport (Town)

(State). In care of (Name) (Title)

Date delivery required: See Special Conditions

Purchase order No.

Requisition No. 65-1304

Transaction code

Appropriation symbol 76500P (29)

Official project No. 165-1-34-150

Administration project No.

Allotment (W.P.) No. 7082

Location symbol 02-000-40

Agency class PC - 100

Type of work O - 011

Item No.	Description	Number of units	Unit	Unit price	Amount
	ALL MATERIALS TO BE DELIVERED F.O.B. PROJECT SITE MUNICIPAL AIRPORT (No.) MILES (Direction) AND (No.) MILES (Direction) OF (Town) (State).				
1.	Paving Materials consisting of:				
	(a) Tar. Grade RT-2. For prime coat	46550	Gal.	.10	$ 4655.00
	(b) Bituminous surface course mixture.				
	(Dense graded aggregate type)	13300	Tons	5.00	66500.00
	(c) Asphalt, cutback. Grade RC-2 for seal coat.	26600	Gal.	.07	1862.00
	(d) Cover aggregate. For seal coat	1330	Tons	2.00	2660.00
	Materials under Item No. 1 shall comply with the specifications set forth under "SPECIFICATIONS FOR MATERIALS" and "DELIVERY OF MATERIALS", in "SPECIAL CONDITIONS".				
			TOTAL FOR ITEM No. 1		75,677.00
2.	Rental of a complete aggregation of equipment with operating personnel on a production basis, to perform the following operations in accordance with the terms herein specified.				
	(a) Application of prime coat.	46550	Gal.	.03	1396.50
	(b) Application of surface course.	13300	Tons	.50	6650.00
	(c) Application of bituminous seal coat.	26600	Gal.	.03	798.00
	(d) Application of cover aggregate.	1330	Tons	1.00	1330.00
			TOTAL FOR ITEM No. 2		10,174.50
				Total,	$85851.50

Approved: (Signature of approving officer) (Signature of requisitioning officer)

(Encumbrance stamp only) (Special approval if required)

Added July 3, 1942

Form A-68-d (Revised)
U. S. TREASURY DEPARTMENT
Accounts and Deposits

CONTINUATION SHEET

Req. No. 65-1304

Item No.	Description	Number of units	Unit	Unit price	Amount
	ALL MATERIALS TO BE DELIVERED F.O.B. (Name) SIDING OF THE (Name) RAILROAD (Town) (State)				
1A.	Paving Materials consisting of:				
	(a) Tar. Grade RT-2. For prime coat.	46550	Gal.		
	(b) Bituminous surface course mixture.				
	(Dense graded aggregate type)	13300	Tons		
	(c) Asphalt, cutback. Grade RC-2 for seal coat.	26600	Gal.		
	(d) Cover aggregate. For seal coat.	1330	Tons		
	Materials under Item No. 1 shall comply with the specifications set forth under "SPECIFICATIONS FOR MATERIALS" and "DELIVERY OF MATERIALS", in "SPECIAL CONDITIONS."				
2A.	Rental of a complete aggregate of equipment with operating personnel on a production basis, to perform the following operations in accordance with the terms herein specified.				
	(a) Application of prime coat.	46550	Gal.		
	(b) Application of surface course.	13300	Tons		
	(c) Application of bituminous seal coat.	26600	Gal.		
	(d) Application of cover aggregate.	1330	Tons		
	The ensuing portion of this requisition consists of the following sections: (a) Information for Bidders. (b) Special Conditions. (c) Standard Conditions. (d) Operating Specifications.				
	NOTE: Bidders are requested to bid on each alternate item.				
				Total,	

Added July 3, 1942

Information for Bidders

Information for Bidders.

The instructions hereinafter set forth are supplementary to the instructions contained in *Invitation, Bid and Acceptance*, Standard Form No. 33. (Short Form Contract.)

—Description of Project.

Brief Description of Project

Note.—*Insert under this caption a paragraph containing a brief description of the project.*

—Nature of Work.

Nature of Work.—The equipment is to be used in connection with the construction of a hot, dense-graded, plant-mixed bituminous pavement on the runways at the (Municipal) Airport, (town), (State). This includes (a) preparation of the base course (constructed by others) to receive the bituminous prime coat, (b) application of the prime coat, (c) mixing and applying the bituminous surface course, (d) application of the bituminous seal coat, (e) application of cover aggregate, and (f) performance of all necessary incidental work required to produce the finished pavement. The work shall be performed in conformance with the "Operating Specifications" and on the areas shown on the plans or designated by the engineer.

— —Quantities.

Estimated quantities are:

1. Prime coat 133,000 sq. yds., .35 gal. per sq. yd.
2. Surface course 133,000 sq. yds., 2" in thickness, approximately 200 lbs. per sq. yd.
3. Seal coat. 133,000 sq. yds.
   (a) Bituminous materials. .20 gal. per sq. yd.
   (b) Cover aggregate, 20 lbs. per sq. yd.

—Equipment and Personnel.

Equipment and Personnel.—Each bidder shall offer a complete aggregation of equipment with operators and supplies needed to apply the materials specified herein, in the manner indicated in the "Operating Specifications." In order that full consideration may be given to all bids submitted, each bidder shall furnish with his bid an itemized list of the equipment he proposes to furnish showing the type and capacity (or size) of each unit, together with the number of persons required for the proper operation of each unit.

— —Type of Equipment and Method of Operation.

In the event of any misunderstanding as to the type of equipment offered or the method of its operation, the vendor will be permitted to present his case to the engineer in writing and to make any changes in the equipment list mutually agreed upon. The vendor will be permitted to substitute units of equipment as the work progresses provided such changes are agreed to by the engineer.

—Quotation of Prices.

Quotation of Prices

Note.—*Delete when materials are not being purchased.*

Bidders shall quote separate unit prices for each of the subitems under item No. 1 and item No. 2.

—Plans and Specifications.

Plans and Specifications

Note.—*Amplify or modify as necessary.*

Prospective bidders may examine pertinent plans and specifications at the U. S. Treasury Procurement Office, (address), (town), (State), or may obtain copies of such plans from the Director of Operations, Work Projects Administration, (address), (town), (State). Any "Construction Plans" and/or "Construction Specifications" referred to herein

shall be construed merely as instruments for conveying information to prospective bidders or as a basis for the issuance of Government instructions. Bidders are cautioned (a) to examine the plans, (b) to inspect the site of the proposed operations, (c) to ascertain to their own satisfaction the transportation facilities available and the operating conditions, (d) to inspect the area upon which the operations will be conducted, and (e) to fully familiarize themselves with the specifications.

—Hours of Operation.

Hours of Operation.—It is anticipated that the hours of operation on the project will consist of (No.) (No.)-hour shifts each day from (day of week) to (day of week) inclusive. However, it is possible that the requirements of the work may make it necessary to increase the hours of operation to (No.) (No.)-hour shifts per day. In such event the vendor may be required to adopt like hours of operation.

—Award of Contract.

Award of the Contract

Note.—Where it can be administratively predetermined that advantages will accrue to the Government by executing the type of work exemplified hereby under a single contract covering both "Payment Items," the article below captioned "Award of Contract No. 1" may be inserted in the requisition in this space. However, where such an administrative predetermination cannot be made, the alternative article captioned "Award of Contract No. 2" may be inserted. Where equipment services only are desired the article captioned "Award of Contract No. 3" shall be inserted.

— —Contract No. 1.

Award of Contract No. 1.—"Bids will be compared on the basis of the total contract amount for all items. This amount will be determined by extending the estimated quantities of the materials at the unit bid prices for purchase of the materials plus the extended unit prices for the rental of equipment on a production basis for applying (or installing) the materials and totaling the extensions. Thus only one contract will be awarded on the basis of the lowest contract amount provided that the Government reserves the right to reject the bid of any bidder who cannot show satisfactory evidence to the engineer of his ability to perform the contract."

— —Contract No. 2.

Award of Contract No. 2.—(Alternate.) "Bids will be compared on the basis of the total amount for each 'Item.' This amount will be determined by extending the estimated quantities of each of the subitems under each 'Item' at the unit bid prices and totaling the extensions. Thus one or two contracts may be awarded. A single contract will be awarded where the low bid for each 'Item' is submitted by the same bidder, otherwise one contract will be awarded to the low bidder for furnishing the materials, and a second contract to the low bidder for furnishing the equipment with operators, unless it can be shown by the Engineer at this stage that advantages would be gained by the Government through the award of only one contract for both Items. The Government reserves the right to reject the bid of any bidder who cannot show satisfactory evidence to the Engineer of his ability to perform the contract."

— —Contract No. 3.

Award of Contract No. 3.—(Alternate.) The contract will be awarded on the basis of the lowest aggregate rental cost for the total estimated production herein before designated. This cost shall be determined by extending the unit charge for each estimated production quantity and adding the extended totals. The Government reserves the right to reject the bid of any bidder who cannot show satisfactory evidence to the engineer of his ability to perform the contract.

Added July 3, 1942

—Bond Requirements.

Bond Requirements (Applicable to Item No. 2 Only).—Each bidder shall furnish a bid bond guaranteeing that he will enter into the contract in the event that his bid is accepted. The amount of the bid bond shall be_____ dollars.

— —Bid Bond.

— —Performance Bond.

The successful bidder shall furnish a performance bond guaranteeing that he will fulfill his obligations under the contract. The amount of the performance bond shall be_____ dollars.

— —Payment Bond.

No payment bond is required.

—Definition of Terms.

Definition of Terms.—Wherever the following terms are used herein, the intent and meaning shall be interpreted as follows:

— —Government.

1. *Government.*—The Government of the United States.

— —Contracting Officer.

2. *Contracting Officer.*—The individual representing the Procurement Division of the United States Treasury Department authorized to act under this contract.

— —Engineer.

3. *Engineer.*—The State Director, Division of Operations, of the Work Projects Administration for (State) or his authorized representative.

— —Bidder.

4. *Bidder.*—Any individual, firm, co-partnership, or corporation submitting a bid to furnish the equipment and/or materials specified herein, acting directly or through a duly authorized representative.

— —Vendor.

5. *Vendor.*—The individual, firm, co-partnership, or corporation awarded the contract for furnishing the services, materials, or the materials and services referred to herein.

— —Bid.

6. *Bid.*—The offer of the bidder to furnish the items herein specified.

Added July 3, 1942

Special Conditions

List of Articles

Articles.

1. Specifications for Materials
2. Delivery of Materials
3. Place of Delivery of Materials
4. Inspection of Materials
5. Testing
6. Estimated Payment Quantities for Materials
7. Vendor's Failure To Furnish Materials
8. Type and Capacity of Equipment
9. Demurrage
10. Incidental Work
11. Basis of Payment
12. Delivery of Equipment
13. Insurance
14. Vendor's Representative

Articles 1 through 7 are applicable to contracts issued for item 1 and should be deleted when materials are not being purchased. Articles 8 through 14 are applicable to contracts issued for item 2.

—Specifications.

Specifications for Materials.—The materials covered by item 1 are to be furnished in accordance with the specifications shown for each of the subitems listed below:

1. Tar. Grade RT-2, for Prime Coat—CAA Specification No. P-602.
2. Bituminous Surface Course Mixture. (Dense Graded Aggregate Type.) Specification No. P-201, 401 using an asphaltic cement having a pene - tion of 120-150.
3. Asphalt, cutback. Grade RC-2. For seal coat—CAA Specification No. P-604.
4. Cover aggregate. For Seal coat—CAA Specification No. P-604.

—Delivery.

Delivery of Materials.—Unless otherwise mutually agreed by the vendor of item 1 and the engineer, the delivery of the materials shall be commenced within ___(No.)___ days after the receipt of notice by the vendor of award of the contract. Delivery of the materials shall be maintained at a rate sufficient to meet operating requirements, as determined by the engineer.

—Place of Delivery.

Place of Delivery of Materials

Note.—1. Where a single contract is to be entered into, stipulate appropriate detailed delivery instructions on this basis under this caption.

2. Where two contracts may be entered into, stipulate under this caption appropriate detailed delivery instructions indicating a definite delivery point (specifying alternate points where advisable) for each item of materials. These instructions shall apply to the "Material" vendor only. However, where alternate delivery points for the materials are specified, provision shall be made in the requisition to secure unit prices for the rental of equipment, on the basis of each delivery point as illustrated in the sample (pages 2.9.0644-2.9.0645).

—Inspection.

Inspection of Materials.—All materials shall be subject to inspection, examination, and test by the engineer who shall reject material which fails to meet the requirements of the specifications. The vendor shall promptly replace rejected materials and shall immediately remove such rejected materials from the project. If the vendor fails to proceed at once with the replacement

of rejected materials, the Government may take action as hereinafter provided in section 7 of the "Special Conditions."

—Testing.

Testing

Note.—Amplify or modify this article as necessary in individual cases.

The vendor of item 1 shall furnish at his own expense a certificate from a commercial testing laboratory acceptable to the engineer, indicating that the material furnished complies with the purchase specifications in every respect.

— —Report of Tests.

A test report shall be furnished by the vendor for each *(indicate a quantity for each item of materials in tons, gallons, cubic yards, etc.)* delivered. Tests of the samples of these materials shall be started on the date shipment is made by the vendor, and the test reports shall be mailed to (name), (title), (address) on the dates tests are completed. The test reports shall be sufficiently detailed to clearly indicate that the material meets all requirements of the specifications.

— —Government Testing Services.

The Government will provide, outside of this contract, testing services for testing in connection with the production (output) of equipment rented under the contract.

—Payment Quantities.

Estimated Payment Quantities for Materials.—In connection with any given item of material, it is agreed that the vendor shall furnish whatever quantity is required provided that no variation between the actual and the estimated quantity delivered will exceed twenty-five percent (25%) of the latter.

—Failure To Furnish Materials.

Vendor's Failure To Furnish Materials.—Where the vendor of item 1 fails to furnish the materials in accordance with the contract or fails through fault of his own to deliver the materials at such rate as the Government may properly demand under the contract, the Government shall give the vendor written notice that his performance of the contract is deficient stating the nature of the deficiency and the time within which it shall be corrected.

— —Vendor's Failure To Correct Deficiency.

In the event the vendor fails to correct the deficiency or make arrangements satisfactory to the engineer within the time designated in the notice, the Government may procure other material in such quantity as is required to correct the deficiency. The vendor shall be charged with any extra expense incurred by the Government through the payment of higher prices than those stated in the contract. The Government may withhold payment under the contract to such extent as may be necessary to protect the interests of the Government.

—Type and Capacity.

Type and Capacity of Equipment

Note.—Amplify this paragraph as necessary.

The equipment shall consist of all units and accessories required for the (type of work) of the (project) (town), (State), in accordance with the project plans and the specifications set forth or referred to in the "Operating Specifications." The equipment shall conform to the list approved by the engineer and shall include units suitable for efficient performance of the following work:

— —Type.

1. Transporting materials from point of delivery to project including all appurtenent work thereto
2. Cleaning and brooming the base course of runways
3. Applying the prime coat
4. Transporting, mechanical spreading, compacting, and finishing the surface course

Added July 3, 1942

5. Cleaning and brooming the surface course

6. Applying asphalt seal coat

7. Mechanical spreading of cover aggregate

8. Rolling and finishing seal coat

The equipment furnished shall be of such capacity as will permit the Government to complete the work under the existing conditions within (No.) (No.) - hour working shifts or the equivalent thereof. The (type) equipment shall be capable of producing (quantity of work) per (No.) (No.) - hour shifts. —Capacity

Demurrage —Demurrage.

Note.—*Appropriate stipulations covering this subject in accordance with the following shall be inserted:*

1. *Where a single contract is entered into, the vendor shall be responsible for the payment of demurrage charges.*

2. *Where individual contracts are entered into for materials and rental services respectively, the Government shall be responsible for the payment of demurrage charges unless the responsibility for not unloading the cars of materials is due to failure of the "equipment" vendor to provide equipment therefor in accordance with the terms of his contract.*

Incidental Work —Incidental Work.

Note.—*Amplify or modify this article as necessary.*

In connection with the equipment operations, the equipment shall be used to perform all incidental work required to produce the finished pavement. The cost of such incidental work shall be construed as a part of the rental charge.

Basis of Payment —Basis of Payment.

Note.—*Amplify or modify this article as necessary.*

The vendor's compensation under this contract shall be computed on the basis of two separate payment items covering materials actually furnished and for rental of equipment, respectively. The Government shall pay the vendor at the contract price for the total number of units under each item and subitem actually delivered or furnished. The quantities on which payment will be made shall be ascertained at the time and place agreed upon by the vendor and the engineer and shall be determined as follows: — —Payment Items.

1. *Materials* — —Materials.

(a) Tar. Grade RT-2. For prime coat. To be measured in units of a gallon. Gallonage will be determined by converting the gallonage measured at other temperatures to gallonage at 60°F in accordance with A. S. T. M. designation D-206-36.

(b) Bituminous Surface-Course Mixture. To be weighed by scales of verified accuracy, the weight to be in tons of 2,000 pounds.

(c) Asphalt, cut back. For seal coat. To be measured in gallons. Gallonage to be determined by converting the gallonage measured at other temperatures to gallonage at 60°F in accordance with A. S. T. M. designation D-206-36.

(d) Cover Aggregate. For seal coat. To be weighed by scales of verified accuracy, the weight to be in tons of 2,000 pounds.

Added July 3, 1942

— —Rental of Equipment.

2. *Rental of Equipment on Production Basis*

(a) Applying tar. For prime coat. In gallons actually applied in accordance with the terms hereof.

(b) Applying bituminous hot mixture. For surface course. In tons actually applied in accordance with the terms hereof.

(c) Applying asphalt. For seal coat. In gallons actually applied in accordance with the terms hereof.

(d) Applying aggregate. For seal coat. In tons actually applied in accordance with the terms hereof.

—Delivery of Equipment.

Delivery of Equipment.—Unless otherwise agreed upon by the vendor of item 2 and the engineer, the equipment shall be delivered at the site of the project within __(No.)__ days after the date of the vendor's receipt of notice of the award of the contract, and shall be accompanied by operators and ready to operate on the morning of the __(No.)__ day after the vendor's receipt of such notice.

—Insurance.

Insurance.—The vendor of item 2 shall carry insurance providing a minimum coverage of $_____ and $_____ public liability, and $_____ property damage.

—Vendor's Representative.

Vendor's Representative.—To insure that the equipment will be kept in proper operating condition and is operated efficiently at all times, the vendor of item 2 shall retain a competent representative on the site of the project at all times during periods of operation.

Added July 3, 1942

Operating Specifications

—Operating Specifications.

Note.—*Amplify or modify this article as necessary (see operating specifications on page regarding airport work).*

The specifications which will govern the operations under this contract are contained in (name-such as CAA) Specifications No._____.

Added July 3, 1942

Standard Conditions

List of Articles

Articles.

1. Services of the Vendor
2. Basis of Rental
3. Rental Payment Quantities
4. Payment of Rental
5. Delivery of Equipment
6. Inspection of Equipment
7. Insurance
8. Hours of Operation
9. Government Instructions
10. Vendor's Failure to Perform
11. Damaged Work
12. Settlement of Disputes
13. Removal of Equipment
14. Vendor's Information

—Services of Vendor.

Article 1. Services of the Vendor.—The vendor shall furnish the equipment of the type and capacity designated in the Special Conditions. The term "furnish" shall be construed to include delivering, maintaining, repairing, and removing the equipment.

— —Operation of Equipment.

The vendor shall operate the equipment in accordance with Government instructions. The term "operate" shall be construed to mean the efficient functioning of the equipment by operators furnished by the vendor. This shall also include the furnishing of fuel and supplies needed for proper functioning of the equipment. The equipment will be used to perform the incidental work stipulated in the Special Conditions.

— —Efficiency of Operation.

The vendor will be required to operate his equipment efficiently at all times and in accordance with instructions of the engineer.

—Basis of Rental.

Article 2. Basis of Rental.—It shall be understood and agreed that the vendor rents to the Government, for the rental consideration hereinafter stated, each item of equipment set forth on the approved equipment list referred to in the section titled "Information for Bidders" for a period of time which shall begin with the delivery of such item in accordance with contract requirements and extend for so long as may be required for the completion of the work or portion thereof on which such item is to be used. Other equipment however, may be substituted for any such item with the approval of the engineer. Other equipment so substituted and any additional or differing equipment furnished by the vendor because of a notice of deficiency in performance under Article 10 hereof shall be deemed to be rented to the Government upon the same terms and conditions. The vendor's compensation for furnishing and operating the equipment hereinafter referred to as rental shall be based on the actual quantity of material produced with the equipment, the term "produced" being construed to mean "moved," "processed," "placed," or "fabricated" depending upon the nature of the payment item, or items, designated in the Special Conditions. Rental shall be payable for each payment item, the amount of the rental being determined by multiplying the number of units produced by the unit charge stated in the vendor's bid.

— —Rental Payable.

The total rental payable under the contract shall equal the sum of the rentals payable for the individual production items.

—Payment Quantities.

Article 3. Rental Payment Quantities.—In connection with any given rental payment item, it is understood that the actual quantity of production required to complete the proposed work cannot be ascertained definitely in advance, and that such quantity may vary from the estimated quantity of the item, as shown in the section titled "Information for Bidders."

Added July 3, 1942

Accordingly it is agreed that the vendor shall use the equipment for the production of whatever quantity is required for completion of the work provided that any variation between the actual and the estimated quantity exceeding twenty-five (25) percent of the latter shall be regarded as representing a change in the equipment operations indicated by the contract, and shall constitute grounds for an adjustment of the unit rental charge to compensate for any increase or decrease resulting from variation of contract quantities. Any such adjustment in connection with a given payment item shall be contingent upon the following conditions:

1. The party requesting the adjustment shall submit his request to the United States Treasury Department, Procurement Office, named in the Invitation for Bids, and shall state fully in the request the circumstances deemed to warrant the adjustment.
2. The adjustment shall be subject to the approval of the Commissioner of Work Projects, Washington, D. C., or his authorized representative.
3. In the event that the adjustment is requested on the grounds that the actual quantity of production is less than the estimated quantity, the adjusted unit rental charge shall be such as will not cause the total rental to exceed the rental payable for seventy-five (75) percent of the estimated quantity at the contract-unit charge.

— —Request for Adjustment.

In the event that no request for an adjustment is made, or where the vendor and the Government do not agree on the adjustment requested, the unit charge stated in the contract shall remain in effect and shall apply to whatever quantity of production is accomplished with the equipment rented under the contract.

—Payment.

Article 4. Payment of Rental.—Partial payments for equipment rental will be made at the end of each calendar month or as soon thereafter as practicable on the basis of estimates of the actual production made during the month and approved by the engineer. Payment for ten (10) percent of each month's estimated rental shall be retained by the Government until operation of the equipment under the contract has been finally concluded. Upon completion of operations, any amounts retained less any or all authorized deductions will be paid to the vendor.

-Delivery.

Article 5. Delivery of the Equipment.—The vendor shall deliver the equipment at the time and place designated in the Special Conditions, or where no specific time and place of delivery are designated therein, he shall deliver the equipment in accordance with the engineer's instructions, provided that he shall be allowed a reasonable time in which to make delivery.

—Inspection.

Article 6. Inspection of Equipment.—The Government shall inspect the equipment at the place of operation or such other place as is agreed upon by the vendor and the engineer.

—Insurance.

Article 7. Insurance.—The vendor shall carry workmen's compensation, public liability, and property-damage insurance in accordance with the requirements of State laws and in accordance with any additional requirements stated in the Special Conditions.

Note.—The vendor or persons employed by him are not employees of the Federal Government, and in the event of injury or death on the work, neither the vendor nor any such person comes within the purview of the Federal Compensation Act.

Added July 3, 1942

—Hours of Operation.

Article 8. Hours of Operation.—The vendor shall operate the equipment on days and during hours designated by the engineer and at no other time. It is understood that these days and hours may vary from the days and hours designated in the section titled "Information for Bidders."

—Government Instructions.

Article 9. Government Instructions.—Any instructions provided for under this contract may be issued verbally, in writing, by reference to pertinent specifications, or by other means. Where the instructions are issued verbally, they shall be confirmed in writing upon request of the vendor. Where the instructions are issued by means of reference to specifications, the Government shall make the specifications readily available to the vendor.

— —Specifications.

It is understood that any specifications referred to in Government instructions or in the contract itself are intended merely to designate methods, processes, or refinements, which shall govern operation of the equipment. Such specifications shall not create an obligation on the vendor or the Government contravening the obligations set forth in these Standard Conditions.

—Failure To Perform.

Article 10. Vendor's Failure To Perform.—If the vendor fails to furnish the equipment in accordance with the contract, to operate the equipment in accordance with the engineer's instructions, or if it is determined by the engineer that the equipment is not being operated efficiently due to fault of the vendor or that the equipment is not adequate to complete the required production within any working time designated in the contract, the engineer shall give the vendor written notice that his performance of the contract is deficient. The notice shall state the nature of the deficiency and fix a time within which the deficiency shall be corrected.

— —Failure To Correct Deficiency.

In the event that the vendor fails to correct the deficiency or to make arrangements satisfactory to the engineer within the time stated in the notice, the Government may procure on the rental basis stipulated in the contract any additional equipment required to correct the deficiency, or the Government may terminate the use of the vendor's equipment and procure other equipment on the rental basis stipulated in the contract provided that if additional or other equipment is procured, the vendor shall be charged with any extra expense incurred through the payment of unit rental charges greater than those stipulated in the contract. In the event either of these remedies is exercised, the Government may withhold payment of rental to such extent as is necessary to protect its interests under the contract.

—Damaged Work.

Article 11. Damaged Work.—In the event that any material being produced with the equipment is produced contrary to Government instruction or is damaged through fault of the vendor, such material shall upon request of the engineer be replaced by the vendor at his own expense.

— —Incidental Work.

In the event that any incidental work performed by the vendor or any other work on the project is damaged through fault of the vendor, such work shall upon request of the engineer be replaced by the vendor at his own expense.

—Settlement of Disputes.

Article 12. Settlement of Disputes.—All disputes concerning questions of fact arising under this contract shall be decided by the State Work Projects Administrator, subject to written appeal by the vendor within 30 days to the Commissioner of Work Projects, Washington, D. C., or his authorized representative, whose decision shall be final and conclusive upon both parties to the contract.

— —Interpretations.

Interpretations of the contract and questions of law involved in any dispute shall be settled in accordance with established Government procedure.

Added July 3, 1942

The vendor shall be given reasonable opportunity to present evidence in the protection of his interests.

—Removal of Equipment.

Article 13. Removal of Equipment.—The vendor shall not remove any of the equipment from the place of operation prior to final termination of the production operations unless authorized to do so by the engineer. The vendor shall remove the equipment promptly upon request of the engineer and shall not allow it to remain at any nearby place where, in the opinion of the engineer, it would detract from the appearance of the project or be otherwise objectionable.

—Vendor's Information.

Article 14. Vendor's Information.—The vendor shall have no claim for damages or unanticipated costs resulting from his failure to inspect the site of the equipment operations, to investigate the character of the material to be moved, processed, placed or fabricated, or to examine all plans and specifications referred to in the section titled "Information for Bidders," or in the "Operating Specifications" of the contract.

Added July 3, 1942

PART VII. PROCUREMENT OF MISCELLANEOUS IMPERSONAL SERVICES

General Instructions.

Impersonal services ordinarily will be procured in the same manner as expendable property, and the general instructions already given for purchase of expendable property shall govern the procurement of impersonal services wherever applicable.

Special Instructions.

Special instructions regarding particular types of services are contained in this part. These instructions are supplementary to and not in modification of the general instructions previously given.

Procedure for Renting Space With Federal Funds.

Where it is necessary to secure the rental of space with Federal funds, a requisition therefor shall be executed in accordance with the instructions prescribed in the following section and those on page 1.6.050 of volume 1.

Requisitions for Recurring Services

Requisitions for Recurring Services.

—Initial Encumbrance.

—Reserve Encumbrance.

When *Requisition for Purchase*, Treasury Form A-6, is prepared for securing building space or utility services such as telephones, electricity, etc., the initial encumbrance shall be limited to the estimated cost to the end of the month in which the space or service will first be used. However, the requisition shall state the total estimated calendar period during which the space or service will be required. A reserve encumbrance shall be established for 1 month's service in addition to the initial month's encumbrance, in cases of such service contracts having 30-day cancellation clauses.

—Monthly Encumbrances.

Subsequent encumbrances for each month of rental or service shall be effected by means of *Notice of Miscellaneous Encumbrance*, Treasury Form A-5, as provided on page 4.2.081 of volume 4. The Treasury Form A-5 shall make reference to the *Requisition for Purchase*, Treasury Form A-6, which provided for the initial encumbrance.

—Termination of Services and Leases.

Requests for termination of utility services and leases shall be made by letter to the appropriate Procurement Office. Requests for termination of leases shall be submitted sufficiently in advance to meet the requirements of the lease as to advance notification of the lessor.

Transportation on Government Bill of Lading

Government Bill of Lading. —Uses. —Government Property. —New Purchases.

The transportation of property at Government expense shall be secured by means of a Government bill of lading, Standard Forms 1058, 1058a, and 1059, except when effected by parcel post, franked mail, or motor not a part of an established common-carrier route. Shipments of Government purchases from point of origin to destination shall be made on Government bills of lading when such movement will result in a saving to the Government.

—Issuance on Purchase.

It is the responsibility of the Procurement Division of the Treasury Department to determine whether the shipment of a Government purchase from the point of origin to destination may be effected at a saving to the Government under a Government bill of lading rather than at the contractor's expense. When such procedure is determined to be economical, the Procurement Officer will issue a Government bill of lading without reference to the Work Projects Administration.

—Requisitions for Purchases.

Requisitions for the purchase of articles which are likely to be shipped under a Government bill of lading from point of origin to destination shall contain information regarding the facilities for unloading and moving the articles from the freight station to destination, including the estimated costs of such movement on a commercial basis and via existing project facilities. Such requisitions shall include in the encumbrance an amount sufficient to cover the estimated cost of such movement.

— —Issuance on Government-Owned Property. — —Preparation of Requisition.

When a Government bill of lading is to be used for the transportation of Government-owned property, it shall be secured by the State Work Projects Administration by the execution of *Requisition for Purchase*, **Treasury Form A-6**, in the usual manner but with the following exceptions: (1) Under the heading "Description" the words "Request for Government bill of lading" shall be entered, and below this entry shall be given a complete and accurate description of the property to be shipped, including description of crating or packaging, estimated shipping weights, addresses of origin and destination, and names of consignor and consignee; (2) under the heading "Quantity" shall be entered the number of packages, boxes, etc., and under the heading "Estimated Cost," an estimate of charges. Local freight agents and the Regional or State Procurement Officer may be consulted for the rates applicable. Upon receipt of the requisition from the Work Projects Administration, the Procurement Officer will issue the Government bill of lading to the consignor.

—Rating of Articles for Shipment.

In preparing articles for shipment under a Government bill of lading, the packing together of articles taking different ratings in freight classifications shall be avoided. Articles taking different ratings shall be itemized and described separately.

—Parts of Bill of Lading.

The Government bill of lading is composed of three component parts as follows:

Original	Standard Form 1058
Memorandum (in quadruplicate)	Standard Form 1058a
Shipping order	Standard Form 1059

—Distribution of Parts and Copies.

Upon release of the items to the carrier, the carrier's agent shall receipt the original and memorandum copies of the bill of lading (Standard Forms 1058 and 1058a) and return them to the consignor. The carrier's agent shall be given the shipping order, Standard Form 1059. The original and one copy of the memorandum bill of lading shall be forwarded by the consignor to the consignee, and two copies of the memorandum bill of lading shall be sent to the Procurement Officer who issued the bill of lading. The consignor retains the other copy of the memorandum bill of lading.

—Pickup Service on Less Than Carload Shipments.

In cases of less than carload shipments initiated by the State Work Projects Administration, the consignor shall indicate on the Government bill of lading whether the pickup service at origin was or was not furnished by the Government. Truckers who pick up items for common carriers shall be required to receipt the bill of lading at the time the items are delivered to them, the forms to indicate in such cases that the "pickup service at origin was not by the Government."

—Emergency Shipments.

In emergency shipments of Government-owned property by the State Work Projects Administration, where it is absolutely necessary to make a shipment without prior issuance of a Government bill of lading in accordance with established procedure, *Requisition for Purchase*, **Treasury Form A-6**, shall be executed as soon as possible and submitted to the State Procurement Office together with an explanation of the circumstances pertaining to the movement. In such cases, the commercial bill of lading or express receipt shall carry the following notation: "GOVERNMENT PROPERTY—THIS BILL OF LADING (OR EXPRESS RECEIPT) TO BE CONVERTED INTO GOVERNMENT BILL OF LADING AT DESTINATION."

—Accomplishment of Government Bill of Lading.

The accomplishment of a Government bill of lading is effected by the consignee by executing the certificate of delivery on the original, Standard Form 1058. In the case of loss or damage to the property in transit, appropriate reference thereto shall be made in the space provided on the reverse side of the form. After certifying to the delivery of the items involved, the consignee surrenders the original Government bill of lading to the agent of the last carrier. The consignee also notes the date of delivery on the memorandum copy which he has received from the consignor and forwards this copy to the Regional or State Procurement Officer serving him.

—Delivery Service on Less Than Carload Shipments.

In cases of less than carload shipments where the carrier makes delivery at destination, the consignee shall note in the certificate of delivery that "Delivery at destination was not by the Government." Similarly, in those cases of shipment on Government bills of lading where delivery at destination is effected at WPA expense, the consignee's certificate of delivery shall include "Delivery service at destination was by the Government."

—Use for Art Exhibits.

Instructions on the use of Government bills of lading in connection with rotating or circulating art exhibits may be obtained from the Washington office of the WPA Art Program (see also Operating Procedure No. G-5, sec. 31, subsec. B, item 3).

—Use of Temporary Receipt When Government Bill of Lading Fails To Arrive.

In cases where the shipment has arrived at destination and the covering Government bill of lading fails to arrive within the authorized free time, *Temporary Receipt*, **Standard Form 1060**, shall be executed by the consignee in order to secure delivery and avoid the accrual of storage and demurrage charges. Every effort shall then be made to locate, complete, and route the Government bill of lading. If, however, it is still unlocated at the end of the period prescribed by the temporary receipt, the issuing officer of the original Government bill of lading shall be requested to prepare *Certificate in Lieu of Lost Bill of Lading*, **Standard Form 1061**, and forward it to the consignee for execution and delivery to the carrier in place of the lost Government bill of lading. Instructions relating to the preparation and routing of Standard Forms 1060 and 1061 are contained on the forms themselves.

Revised Aug. 19, 1941

Equipment and Film for Projects To Microfilm Federal Records

Procurement of Equipment and Film for Microfilming Projects.

Special equipment and supplies required by State Work Projects Administrations for the operation of projects for arranging and microfilming records will be purchased through the supply fund in the central office.

—WPA Form 358.

State Administrations shall not execute *Requisition for Purchase*, Treasury Form A-6, for the purchase of such items, but shall advise the central office of their requirements on *Request for Property or Services*, WPA Form 358. Special equipment and supplies are listed on the following facsimile of WPA Form 358.

WPA Form 358
Federal Works Agency

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

REQUEST FOR PROPERTY OR SERVICES

W.P.No. ____
O.P.No. XXX
Request No. XXX
Sheet 1 of ____ sheets
Date XXX

To: ~~Warehouse (give location)~~ Director, Administrative Service Section, Washington, D. C.

From: (Brief description and location of requesting project)
CWA-WPA Records Project, State Administration for Alabama

[X] Acquisition from {Federal / ~~Sponsor~~} funds is requested of the following items for use on the project indicated.

[ ] Release from custody is requested for the following items which are surplus to need of the indicated project.

Property will be {received / ~~returned~~} by—Name XXX Job address XXX

Item No. (1)	Quantity (2)	Unit (3)	Description of item (state fully) (4)	Estimated unit cost Field (5)	Estimated unit cost Warehouse (6)	Estimated cost Field (7)	Estimated cost Warehouse (8)	740 or A-6 No. (9)
			EQUIPMENT RENTAL					
1	1	1	Model B, 12a" 16mm camera, including film reader, rental per mo.		$30.00		$30.00	
2	1	1	Model C, 14" 16mm camera, including film reader, Model 10, rental per mo.		30.00		30.00	
			PURCHASE					
3	3	Reels	200' safety film, 16mm, nonperforate—single perforate		4.89		14.67	
4	1	Ea.	Film storage cabinet		106.40		106.40	
5	1	Ea.	No. 17 gothic type typewriter		70.00		70.00	
					Total (all sheets)			XXXXX

Shipping instructions

Delivery dates

Approved: (Date) (Date)

(Signature of approving officer) (Signature of requesting officer)

(STATE ENCUMBRANCE STAMP) (Date)

(Regional approval)
~~(Signature of warehouse superintendent or representative)~~

— —Preparation.

WPA Form 358 shall be prepared by the supervisory employee in charge of the records project and submitted to the State Records Officer and to the designated representative of the State Division of Community Service Programs for approval. The signature of and submittal to the State Records Officer is not required in connection with projects other than CWA-WPA Records Projects. Each request shall be serially numbered for identification and subsequent reference.

Added Mar. 25, 1941

—Encumbering.

The request shall be routed to the State Division of Finance for tentative encumbrance to insure the availability of project limitation and nonlabor budget in the manner prescribed for textile purchases on page 4.5.004. Such encumbrances being provisional, they are not recorded against expenditure symbol accounts nor are they included in statements of encumbrances in financial reports. They are not taken into consideration in determining man-month nonlabor costs since a portion of the budget and project limitation is in effect reserved for subsequent encumbrance. The central office of the Work Projects Administration will bill the States by means of *Voucher for Adjustments Between Appropriations and/or Funds*, Standard Form 1080.

WPA Form 358 shall be submitted to the regional office for approval and transmission to the Administrative Service Section in the central office.

—Treasury Form A-8.

Upon receipt of items purchased by the central supply fund, Treasury Form A-8 shall be prepared, the original and one copy of which shall be submitted directly to the Director, Administrative Service Section, Washington, D. C.

—Rented Equipment.

Where equipment is rented by the central supply fund, Treasury Form A-8 shall be prepared and submitted at the end of each calendar month and shall clearly indicate the rental period. The rental period for microfilm cameras does not begin until the cameras have been set up, ready for operation.

—Release of Rented Equipment.

WPA Form 358 shall be used as a notification when rented equipment is to be released. In such cases the form shall be identified as "Request for Release," and shall be submitted directly to the Director, Administrative Service Section, Washington, D. C., in sufficient time to permit compliance with the terms of the contract. A copy of each request for release shall be provided for the State Director of Finance.

Added Mar. 25, 1941

Appendix A

LIST OF CROSS-REFERENCE CITATIONS

9-1	Operating Procedure No. G-3, section 5
9-2	Operating Procedure No. G-3
9-3	Operating Procedure No. G-3, section 8, subsection A-1
9-4	Operating Procedure No. G-5, section 37
9-5	To be issued as chapter 10 of this volume
9-6	Operating Procedure No. G-5, section 20, subsection D

Appendix F

PREPARATION OF SPECIFICATIONS FOR LUMBER, TIMBER, AND PILES

Section I. Important Species of Wood and Names of the Associations Sponsoring the Respective Grading Rules

Species of wood	*Association name and address*
BEECH (FLOORING ONLY)	Maple Flooring Manufacturers' Association 1740 McCormick Building Chicago, Ill.
BIRCH (FLOORING ONLY)	Maple Flooring Manufacturers' Association 1740 McCormick Building Chicago, Ill.
CEDAR, AROMATIC RED	National Hardwood Lumber Association. 2408 Buckingham Building Chicago, Ill.
CEDAR, NOTHERN WHITE	Northern Hemlock & Hardwood Manufacturers' Association Oskosh, Wis.
CEDAR, WESTERN RED	West Coast Lumbermen's Association 364 Stuart Building Seattle, Wash.
CEDAR, WESTERN RED, SHINGLES	Red Cedar Shingle Bureau Stuart Building Seattle, Wash.
CYPRESS, TIDEWATER RED	Southern Cypress Manufacturers' Association Jacksonville, Fla.
DOUGLAS FIR (COAST)	West Coast Lumbermen's Association 364 Stuart Building Seattle, Wash.
DOUGLAS FIR (INLAND)	Western Pine Association Yeon Building Portland, Oreg.
FIR, WHITE	Western Pine Association Yeon Building Portland, Oreg.

Species of wood	*Association name and address*
HEMLOCK, EASTERN—New England States, New York State, and Pennsylvania.	Northeastern Lumber Manufacturers' Association 41 East 42d St. New York City
All other territory.	Northern Hemlock & Hardwood Manufacturers' Association Oshkosh, Wis.
HEMLOCK, WEST COAST	West Coast Lumbermen's Association 364 Stuart Building Seattle, Wash.
LARCH	Western Pine Association Yeon Building Portland, Oreg.
MAPLE (FLOORING ONLY)	Maple Flooring Manufacturers' Association 1740 McCormick Building Chicago, Ill.
OAK AND OTHER HARDWOODS (EXCEPT FLOORING)	National Hardwood Lumber Association 2408 Buckingham Building Chicago, Ill.
OAK (FLOORING ONLY)	National Oak Flooring Manufacturers' Association 830 Derman Building Memphis, Tenn.
PINE, EASTERN	Same as Eastern Hemlock
PINE, IDAHO WHITE	Western Pine Association Yeon Building Portland, Oreg.
PINE, LONGLEAF YELLOW	Southern Pine Association Interstate Bank Building New Orleans, La.
PINE, NORTHERN WHITE	Northern Pine Manufacturers' Association Lumber Exchange Building Minneapolis, Minn. *also* Northern Hemlock & Hardwood Manufacturers' Association Oshkosh, Wis. (Under license from Northern Pine Association)
PINE, NORWAY	Northern Hemlock & Hardwood Manufacturers' Association Oshkosh, Wis.
PINE, PONDEROSA	Western Pine Association Yeon Building Portland, Oreg.
PINE, SHORTLEAF YELLOW	Southern Pine Association Interstate Bank Building New Orleans, La.
PINE, SUGAR	Western Pine Association Yeon Building Portland, Oreg.

Species of wood	*Association name and address*
REDWOOD, CALIFORNIA	California Redwood Association 405 Montgomery Street San Francisco, Calif.
SPRUCE, EASTERN	Same as Eastern Hemlock
SPRUCE, ENGELMANN	Western Pine Association Yeon Building Portland, Oreg.
SPRUCE, SITKA	West Coast Lumbermen's Association 364 Stuart Building Seattle, Wash.
TAMARACK	Northern Hemlock & Hardwood Manufacturers' Association Oshkosh, Wis.

Section 2. Sources of Reference

Title	*Obtainable from—*	*Price*
FEDERAL SPECIFICATION, LUMBER AND TIMBER, SOFTWOOD, No. MM-L-751.	Superintendent of Documents Government Printing Office Washington, D. C.	$0.05.
FEDERAL SPECIFICATION, LUMBER AND TIMBER, HARDWOOD, No. MM-L-736.	-----do----------	.05.
FEDERAL SPECIFICATION, WOOD PRESERVATIVE, PRESERVATIVE-TREATMENT, No. TT-W-571a.	-----do----------	.05.
HOW LUMBER IS GRADED, DEPARTMENT OF AGRICULTURE CIRCULAR No. 64.	-----do----------	.05.
SUPPLEMENT TO "HOW LUMBER IS GRADED," DEPARTMENT OF AGRICULTURE CIRCULAR No. 64 SUPPLEMENT.	United States Forest Service Washington, D. C.	Free.
LUMBER GRADE AND USE GUIDE FOR SOFTWOOD AND HARDWOOD LUMBER IN BUILDING AND GENERAL CONSTRUCTION.	National Lumber Manufacturers' Association 1337 Connecticut Avenue, NW. Washington, D. C.	1.50.

Appendix G

STANDARD CONDITIONS FOR RENTING EQUIPMENT ON A BASIS OF TIME

This appendix consists of two alternate sets of standard conditions for renting equipment on a basis of time, referred to in volume 2, Rules and Regulations, chapter 9, part VI, together with detailed instructions relating to certain articles. One set applies to contracts for renting equipment with operating personnel, the other to contracts for renting only the bare equipment. In order to emphasize the difference between these types of contract, conditions dealing with the same subject are shown opposite each other.

WITH OPERATING PERSONNEL

The conditions shown in this column are officially designated as Work Projects Administration Standard Conditions for Renting Equipment With Operating Personnel (Time Basis).

List of articles

1. Services of Vendor
2. Basis of Payment
2-a. Basis of Payment (Alternate)
3. Estimated Amounts
3-a. Estimated Amounts (Alternate)
4. Delivery of Equipment
5. Inspection of Equipment
6. Insurance
7. Vendor's Failure To Perform
8. Settlement of Disputes
9. Release of Equipment

Article 1. Services of Vendor.[1]—The vendor shall furnish, deliver, maintain, repair, and remove the equipment, and shall perform all erecting and dismantling required in connection therewith. The vendor shall furnish the operator and all additional operating personnel specifically designated in the contract, and shall furnish all fuel, lubricants,

[1]See detail instruction No. 1.

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The conditions shown in this column officially designated as Work Projects Administration Standard Conditions for Renting Bare Equipment (Time Basis).

List of articles

1. Services of Vendor
1-a. Services of Vendor (Alternate)
2. Basis of Payment
2-a. Basis of Payment (Alternate)
3. Estimated Amounts
3-a. Estimated Amounts (Alternate)
4. Delivery of Equipment
5. Inspection of Equipment
6. Insurance
7. Vendor's Failure To Perform
8. Settlement of Disputes
9. Release of Equipment
9-a. Release of Equipment (Alternate)
10. Repairs and Maintenance
10-a. Repairs and Maintenance (Alternate)

Article 1. Services of Vendor.[1]—The vendor shall furnish, deliver, and remove the equipment, and shall perform all erecting and dismantling required in connection therewith. The vendor shall not maintain the equipment, and shall not repair it except to such extent as is necessary in order to make good any parts which were defective or badly worn at

WITH OPERATING PERSONNEL

and supplies required for proper operation of the equipment, except items specifically designated in the contract as to be furnished by the Government.

The vendor shall make the equipment available for use throughout the full calendar period designated in the contract, and during such period shall operate the equipment when and as directed by Government instructions.

Article 2. Basis of Payment,[3] Straight Time.—The vendor's compensation for performing the services hereinbefore designated shall be based on the following charges: (1) a lump-sum charge covering delivery and removal of the equipment; (2) a daily "rental charge" covering the use of the bare equipment; (3) an hourly "personnel charge" covering the services of the operating personnel; and (4) an hourly "supplies charge" covering fuel, lubricants, and supplies. These charges shall be subject to the following terms and conditions:

(1) Delivery and Removal Charge.[4]—The delivery and removal charge shall be construed as earned to the extent of 50 percent when the equipment is delivered, and to the extent of 100 percent when the equipment is removed. In the event that no delivery and removal charge is stated in the vendor's bid, it shall be assumed that this charge is included in the rental charge.

(2) Rental Charge.[5]—The daily rental charge shall accrue in full, subject to the conditions stated below, for each calendar day in the rental period, which period shall extend from the date of delivery of the equipment to the date of release, inclusive. The equipment

[2]See detail instruction No. 1.
[3]See detail instruction No. 2.
[4]See detail instruction No. 3.
[5]See detail instruction No. 4.

BARE EQUIPMENT

the time of delivery of the equipment, and which interfere with proper operation of the equipment. The vendor shall permit the Government to retain custody of the equipment for the full calendar period designated in the contract.

Article 1-a. Services of Vendor[2] (Alternate).—The vendor shall furnish, deliver, and remove the equipment, and shall perform all erecting or dismantling required in connection therewith. The vendor shall make all repairs required to keep the equipment in proper operating condition while in the custody of the Government, but he shall not otherwise be responsible for maintaining the equipment.

Article 2. Basis of Payment,[3] Straight Time.—The vendor's compensation for performing the services hereinbefore designated shall be based on two separate charges as follows: (1) a lump-sum charge covering delivery and removal of the equipment, and (2) a daily rental charge covering the use of the equipment. These charges shall be subject to the following terms and conditions:

(1) Delivery and Removal Charge.[4]—The delivery and removal charge shall be construed as earned to the extent of 50 percent when the equipment is delivered, and to the extent of 100 percent when the equipment is removed. In the event that no delivery and removal charge is stated in the vendor's bid, it shall be assumed that this charge is included in the rental charge.

(2) Rental Charge.[5]—The daily rental charge shall accrue in full, subject to the conditions stated below, for each calendar day in the rental period, which period shall extend from the date of delivery of the equipment to the date of release, inclusive. The equipment

WITH OPERATING PERSONNEL

shall be construed as delivered only upon meeting the delivery requirements stated elsewhere in the contract.

(a) *Lost Use of the Equipment.*—The daily rental charge is understood to be based on the premise that rental shall not accrue for time during which the equipment, while in use, is idle due to circumstances beyond the control of the Government. However, if the total amount of such idle time in any given operating shift is less than one-half hour, the rental for that shift shall accrue in full. The equipment shall be construed as in use whenever it meets the delivery requirements of the contract and is accompanied by operating personnel pursuant to Government instructions.

(b) *Extra Use of the Equipment.*—The daily rental charge is understood to be based on the assumption that the equipment will be subjected to not more than a certain aggregate number of hours of use during the entire rental period. This aggregate number shall be determined by multiplying the number of calendar days in the rental period by the regular number of hours of use per day designated in the Invitation for Bids, provided that if the number last mentioned is not designated, it shall be assumed as eight (8). In the event that the actual amount of use exceeds the aggregate amount thus determined, the vendor shall receive additional rental for each hour of the excess use as provided in paragraph (c) of this Article. The additional rental shall be determined, and become payable, upon conclusion of the rental period.

(c) *Determination of Accrued Rental.*—The determination of accrued rental involved by "lost use" or "extra use" of the equipment shall be based on the assumption that the amount of rental accruing in 1 hour of use is equal to the daily rental charge divided by the regular number of hours of use per day mentioned in the preceding paragraph, fractions of an hour being computed to the nearest quarter of an hour.

(3) **Personnel Charge.**—The personnel charge is understood to be based on the premise that it shall not accrue for time during which the equipment is idle due to circumstances

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shall be construed as delivered only upon meeting the delivery requirements stated elsewhere in the contract.

(a) *Lost Use of the Equipment.*—The rental charge shall not accrue for time during which the equipment cannot be used efficiently, and is not used, by reason of its having been furnished with defective or badly worn parts, or by reason of the vendor's failure to keep the equipment in proper repair when required to do so by the contract. However, if the total amount of such time in any given operating shift is less than 4 hours, the rental for that shift shall accrue in full. The equipment shall be construed as being used whenever it is attended by operating personnel.

(b) *Extra Use of the Equipment.*—The daily rental charge is understood to be based on the assumption that the equipment will not be used more than a certain aggregate number of hours during the entire rental period. This aggregate number shall be determined by multiplying the number of calendar days in the rental period by the number of hours of use per day designated in the Invitation for Bids, provided that if the number last mentioned is not designated, it shall be assumed as eight (8). In the event that the actual amount of use exceeds the aggregate amount thus determined, the vendor shall receive additional rental for each hour of the excess use as provided in paragraph (c) of this Article. The additional rental shall be determined, and become payable, upon conclusion of the rental period.

(c) *Determination of Accrued Rental.*—The determination of accrued rental involved by "lost use" or "extra use" of the equipment shall be based on the assumption that the amount of rental accruing in 1 hour of use is equal to the daily rental charge divided by the regular number of hours of use per day mentioned in the preceding paragraph, fractions of an hour being computed to the nearest quarter of an hour.

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beyond the control of the Government. However, if the total amount of such idle time in any given operating shift is less than one-half hour, the personnel charge shall accrue in full for each hour during which the equipment is in use, fractions of an hour being computed to the nearest quarter of an hour.[6] With respect to this charge only, it shall be assumed that the equipment is in use for a period of not less than 2 hours each time the operating personnel reports for duty with the equipment pursuant to Government instructions.

(4) Supplies Charge.[7]—The supplies charge is based on the premise that it shall not accrue for time during which the equipment is idle by reason of circumstances beyond the control of the Government. However, if the total amount of such idle time in any given operating shift is less than one-half hour, the supplies charge shall accrue in full for each hour of that shift during which the equipment is in use, fractions of an hour being computed to the nearest quarter of an hour.

Article 2-a. Basis of Payment,[8] Broken Time (Alternate).—The vendor's compensation for performing the services hereinbefore designated shall be based on a single hourly service charge which shall be segregated into the following subcharges: (1) an hourly "rental charge" covering the use of the bare equipment; (2) an hourly "personnel charge" covering the services of the operating personnel; and (3) an hourly "supplies charge" covering fuel, lubricants, and supplies.

The hourly service charge is understood to be based on the premise that it shall not accrue for time during which the equipment is idle due to circumstances beyond the control of the Government. However, if the total amount of such idle time in any given operating shift is less than one-half hour, the hourly service charge shall accrue in full for each hour during which the equipment is in use, fractions of an hour being computed to the nearest quarter of an hour. The equipment shall be deemed "in use" whenever it is being made available with operating personnel

[6] See detail instruction No. 5.

[7] See detail instruction No. [illegible].

[8] See detail instruction No. 2.

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Article 2-a. Basis of Payment,[8] Broken Time (Alternate).—The vendor's compensation for performing the services hereinbefore designated shall be based on a daily rental charge only. This charge shall accrue in full, subject to the conditions stated below, for each day on which the equipment is used. The equipment shall be construed as being used whenever it is attended by operating personnel.

1. Lost Use of Equipment.—The rental charge shall not accrue for time during which the equipment cannot be used efficiently, and is not used, by reason of its having been furnished with defective or badly worn parts, or by reason of the vendor's failure to keep the equipment in proper repair when required to do so by the contract. However, if the total amount of such time in any given operating shift is less then 4 hours, the rental for that shift shall accrue in full.

2. Extra Use of Equipment.—The daily rental charge is understood to be based on the assumption that the equipment will not be used

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pursuant to Government instructions and in accordance with the requirements of delivery stated elsewhere in the contract. It shall be assumed that the equipment is in use for a period of not less than 2 hours each time it is made available in accordance with these conditions.

Once the equipment has been released from use on any given calendar day, the vendor shall not be required to deliver it or make it available again on that day without his consent.

Article 3. Estimated Amounts.[9]—The estimated rental period stated in the contract represents only an approximation of the calendar period during which the bare equipment will be utilized by the Government. The actual rental period may be as much as 25 percent more or less than the estimated period, subject to the determination of the Government.

The estimated operating time stated in conjunction with the estimated rental period serves solely to provide a basis for the comparison of bids, and is in no way binding upon the Government.

Article 3-a. Estimated Amounts[9] **(Alternate).**—The estimated use stated in the contract represents only an approximation of the number of hours during which the Government will utilize the services of the equipment and the operating personnel throughout the life of the contract. The actual use may be as much as 25 percent more or less than the estimated use, subject to the determination of the Government.

Article 4. Delivery of the Equipment.—The vendor shall deliver the equipment at the time and place designated in the Invitation

[9]See detail instruction No. 7.

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more than a certain average number of hours per day. This average shall equal the regular number of hours of use per day designated in the Invitation for Bids, provided that if the number last mentioned is not designated, it shall be assumed as eight (8). In the event that the actual use of the equipment during any calendar month exceeds the average amount here designated, the vendor shall receive additional rental for each hour of the excess use as provided in paragraph 3 of this Article. The additional rental shall become payable upon the conclusion of each month of the contract period.

3. **Determination of Accrued Rental.**—The determination of accrued rental involved by "lost use" or "extra use" of the equipment shall be based on the assumption that the amount of rental accruing in 1 hour of use is equal to the daily rental charge divided by the regular number of hours of use mentioned in the preceding paragraph, fractions of an hour being computed to the nearest quarter of an hour.

Article 3. Estimated Amounts.[9]—The estimated rental period stated in the contract represents only an approximation of the calendar period during which the equipment will be utilized by the Government. The actual rental period may be as much as 25 percent more or less than the estimated period, subject to the determination of the Government.

Article 3-a. Estimated Amounts[9] **(Alternate).**—The estimated use stated in the contract represents only an approximation of the number of days during which the Government will utilize the services of the equipment throughout the life of the contract. The actual use may be as much as 25 percent more or less than the estimated use, subject to the determination of the Government.

Article 4. Delivery of the Equipment.—The vendor shall deliver the equipment at the time and place designated in the Invitation

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for Bids, or if no specific time and place of delivery are designated therein, the vendor shall deliver the equipment in accordance with Government instructions, provided that he shall be allowed a reasonable time in which to make delivery.

Equipment shall be construed as "delivered" only after the vendor has shown satisfactory evidence of the insurance coverage required by the contract, and when the equipment itself is located at the place designated by Government instructions and is in proper operating condition.

Article 5. Inspection of Equipment.—The Government shall inspect the equipment at the place of operation unless otherwise stated in the Invitation for Bids, or unless otherwise agreed to by the vendor and the Work Projects Administration.

Article 6. Insurance.—The vendor shall carry workmen's-compensation, public-liability, and property-damage insurance as required by State laws.

Note.—The vendor or persons employed by him are not employees of the Federal Government, and in the event of injury or death on the work, neither the vendor nor any such person comes within the purview of the Federal Compensation Act.

Article 7. Vendor's Failure to Perform.[10]— If the vendor should fail to make the equipment available as required by the contract, or to provide competent operating personnel, or to operate the equipment in accordance with Government instructions, or to maintain the equipment in proper operating condition, or to provide the necessary fuel, lubricants, and supplies, or to comply with other requirements of the contract, the Government may exercise one or more of the following remedies:

1. The Government may withhold moneys due the vendor under the contract to such extent

[10] See detail instruction No. 8.

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for Bids, or if no specific time and place are designated therein, the vendor shall make delivery in accordance with Government instructions, provided that he shall be allowed a reasonable time in which to make delivery.

Equipment shall be construed as "delivered" only when it is located at the place designated by Government instructions, is equipped with all nonstandard tools necessary for maintenance and operation, and is in proper operating condition.

Upon delivery of the equipment, the vendor shall submit to the person authorized to receive the equipment a list of all tools and detached accessories furnished with the equipment.

Article 5. Inspection of Equipment.—The Government shall inspect the equipment at the place of operation unless otherwise stated in the Invitation for Bids, or unless otherwise agreed to by the vendor and the Work Projects Administration. The vendor shall be afforded reasonable opportunity to inspect the equipment while it is in the custody of the Government.

Article 6. Insurance.—The vendor shall carry workmen's-compensation insurance as required by State laws.

Article 7. Vendor's Failure to Perform.[10]— If the vendor should fail to deliver the equipment in accordance with the contract, or should remove the equipment without the consent of the Government, or if he should fail to comply promptly with any request for repairs required of him by the contract, or to comply with other requirements of the contract, the Government may exercise one or both of the following remedies:

1. The Government may withhold moneys due the vendor under the contract to such extent

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as may be necessary to protect the interests of the Government.

2. The Government may release the equipment from further use under the contract and secure other similar equipment, provided that, if such other equipment is secured, the Government shall charge the vendor with any extra expense incurred through payment of rental or operating charges greater than those in effect under the contract.

3. The Government may take over and operate the equipment for any period deemed necessary, and during such period shall pay the vendor only the rental charge for the bare equipment stated in the contract, provided that the Government shall be responsible for maintaining and repairing the equipment during such period, and shall return the equipment to the vendor in the condition existing at the beginning of the period less ordinary wear and tear. The vendor may be permitted or required to resume operation of the equipment at the discretion of the Government, and upon resuming operation shall thereafter be paid all charges provided for in the contract.

Article 8. Settlement of Disputes.—All questions of fact involved in any dispute arising under the contract shall be decided by the State Work Projects Administrator, whose decision shall be final and binding on both parties unless appealed within 30 days, in writing, to the Commissioner of Work Projects, Washington, D. C., whose decision shall be subject to appeal only through submission of a claim in accordance with established procedure.

Interpretations of the contract and questions of law involved in any dispute shall be settled in accordance with established Government procedure.

The vendor shall be given reasonable opportunity to present evidence in the protection of his interests.

Article 9. Release and Removal of Equipment.—The Government shall give the vendor reasonable advance notice of release of the equipment.

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as may be necessary to protect the interests of the Government.

2. The Government may release the equipment from further use under the contract and secure other similar equipment, provided that, if such other equipment is secured, the Government shall charge the vendor with any extra expense incurred through payment of rental charges greater than those in effect under the contract.

Article 8. Settlement of Disputes.—All questions of fact involved in any dispute arising under the contract shall be decided by the State Work Projects Administrator, whose decision shall be final and binding on both parties unless appealed within 30 days, in writing, to the Commissioner of Work Projects, Washington, D. C., whose decision shall be subject to appeal only through submission of a claim in accordance with established procedure

Interpretations of the contract and questions of law involved in any dispute shall be settled in accordance with established Government procedure.

The vendor shall be given reasonable opportunity to present evidence in the protection of his interests.

Article 9. Release and Removal of Equipment.[11]—The Government shall give the vendor reasonable advance notice of release of the equipment.

The Government shall release the equipment in the condition existing at the time of delivery less ordinary wear and tear, provided

[11] See detail instruction No. 9.

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The vendor shall remove the equipment promptly upon request of the Government, and shall not allow it to remain at any nearby location where, in the opinion of the Work Projects Administration, the presence of the equipment would detract from the appearance of the work project.

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that if any repair part required to place the equipment in such condition is not available from current stocks of the manufacturer of the equipment and the vendor declines to waive rental charges for the time needed to secure the part, the Government may release the equipment without making the repairs dependent upon such part.

The vendor shall remove the equipment promptly upon request of the Government, and shall not allow it to remain at any nearby location where, in the opinion of the Work Projects Administration, the presence of the equipment would detract from the appearance of the work project.

Article 9-a. Release and Removal of Equipment (Alternate).[12]—The Government shall give the vendor reasonable advance notice of the release of the equipment.

The vendor shall remove the equipment promptly upon request of the Government, and shall not allow it to remain at any nearby location where, in the opinion of the Work Projects Administration, the presence of the equipment would detract from the appearance of the work project.

Note.—This article replaces Article 9 above when the vendor is to keep the equipment in proper repair. (See also alternate Articles 1 and 10.)

Article 10. Repairs and Maintenance.[13]—The Government shall maintain and repair the equipment except that if the equipment has been delivered with defective or badly worn parts, and such parts interfere with proper operation of the equipment, the vendor shall repair or replace such parts promptly upon request of the Government.

Article 10-a. Repairs and Maintenance (Alternate).[14]—The Government shall do all maintenance required to keep the equipment in proper operating condition except that of making repairs. All repairs shall be made by the vendor, and shall be made promptly upon request of the Government.

Note.—This article replaces Article 10 above when the vendor is to keep the equipment in proper repair. (See also alternate Articles 1 and 9.)

[12]See detail instruction No. 10.

[13]See detail instruction No. 11.

[14]See detail instruction No. 12.

Detail Instructions

State Work Projects Administrations, when requisitioning equipment on a rental basis, shall use the Standard Conditions of Rental in accordance with instructions set forth below. The options mentioned in these instructions shall be exercised at the discretion of the State Administrator, except as otherwise specifically stated.

1. In cases where the Government is to be made responsible for keeping the equipment in repair, Article 1 shall be included in the conditions of rental and Article 1-a shall be deleted. In cases where the vendor is to be made responsible for keeping the equipment in repair, Article 1-a shall be included in the conditions of rental and Article 1 shall be deleted.
2. Where the rental requisition specifies a straight-time basis of payment, Article 2-a shall be deleted from the conditions of rental, but where the broken-time basis is specified, Article 2 shall be deleted.
3. The "delivery and removal" charge provided for in Article 2 may be designated simply as the "delivery" charge and made payable in full upon delivery of the equipment, provided that such procedure is clearly in the interest of the Government.
4. The calendar-day basis of payment provided in Article 2 for the bare equipment is equivalent to a monthly basis. However, where it is found that the calendar-day basis is generally misunderstood by bidders, Article 2 may be modified to provide for an out-and-out monthly basis, provided that the modification shall follow the present form of the article and shall be submitted to the Chief Engineer, Washington, D. C., for approval.
5. The 2-hour minimum allowance of time provided for in connection with the personnel charge may be eliminated where deemed advisable. It should be noted, however, that this hourly charge is not presumed to equal the hourly wages of the operating personnel and that the payment of such charges does not constitute a payment of wages. Consequently, the allowance or disallowance of the minimum time is not a matter to be determined in accordance with agreements or regulations pertaining to the employment of labor.
6. The "personnel" and the "supplies" charges provided for in Article 2 may be combined into a single charge designated as the "operating" charge. The operating charge shall not be made subject to any minimum allowance of time.
7. Articles 3 and 3-a apply to "definite use" contracts only, and shall be deleted from any conditions of rental applying to "indefinite use" contracts. These articles shall not be accompanied by any clause providing for cancellation of the contract.
8. Article 7 applies to "definite use" contracts only, and shall be deleted from any conditions of rental applying to "indefinite use" contracts.
9. Whenever Article 1 is included in the conditions of rental, Article 9 also shall be included and Article 9-a shall be eliminated.
10. Whenever Article 1-a is included in the conditions of rental, Article 9-a also shall be included and Article 9 shall be eliminated.
11. Whenever Article 1 is included in the conditions of rental, Article 10 also shall be included and Article 10-a shall be eliminated.
12. Whenever Article 1-a is included in the conditions of rental, Article 10-a also shall be included and Article 10 shall be eliminated.

Chapter 10

CUSTODY AND CONTROL OF PROPERTY

PART 1. RESPONSIBILITY FOR PROPERTY

The care of every item of property owned by or in the custody of the Work Projects Administration is at all times the responsibility of an employee of the Work Projects Administration.

Records and documents shall be maintained to reflect this responsibility and the value of the property.

Definitions

The following terms used in this chapter are hereby defined. Definitions.

Property.—The term "property" includes all tangible things usually referred to as materials, supplies, or equipment. (The term "services," when used in connection with the term "property," refers to those nonpersonal items of expense such as building or space rental, utility services, and the services of rented equipment.) —Property.

The responsibility of the State Work Projects Administration for the custody and control of property embraces (1) property owned by the State Work Projects Administration; (2) property accepted into custody at the option of the State Work Projects Administration from project sponsors or lending agencies by written agreement and for which a receipt is given; and (3) equipment rented without operators.

Property is classified as expendable or nonexpendable, as stated below:

Expendable Property.—The term "expendable property" includes (1) materials and supplies which are consumed when applied to the use for which they are adapted; (2) property which is procured or produced for the purpose of being incorporated into a project or into another item of property; (3) property which is produced for the purpose of being distributed to other-than-WPA projects in accordance with authorized activities; and (4) property normally classified as nonexpendable which has a unit value so small that it is not economical or practical to maintain records beyond the time of issuance from warehouses. Property to be classified in category (4) shall have a unit value of less than 50 cents. —Expendable Property.

Nonexpendable Property.—The term "nonexpendable property" includes that property which is adapted to continuing use and which maintains its identity during its useful life. It may deteriorate with use but is never totally consumed except by destruction. For the purposes of accounting, property (except implements) to be classified as nonexpendable shall have a unit value —Nonexpendable Property.

of 50 cents or more and shall not have been procured for the purpose of being incorporated into a project or into another item of property.

Implements having a unit value of less than 50 cents may be classified as expendable property at the discretion of the State Work Projects Administrator.

Nonexpendable property is further subdivided into "construction equipment," "other than construction equipment," and "implements," as follows:

—Construction Equipment.

Construction Equipment.—The term "construction equipment" means any machine, vehicle, or device used in performing construction operations through the use of power, with the exception of minor self-powered tools and hand devices, such as electric saws, drills, and floor sanders. The term does not include equipment or facilities used in operating construction camps.

The expression "construction equipment or machinery" as used in section 1 (c) of the Emergency Relief Appropriation Act, fiscal year 1941, is construed to have a meaning identical with the term "construction equipment" as defined above.

Construction equipment is further defined as "major construction equipment" and "minor construction equipment," as follows:

— —Major Construction Equipment.

1. *Major Construction Equipment.*—This term includes such equipment as tractors, power graders, power scrapers, road rollers, power shovels, cranes, crushers, hoists, power units, concrete mixers of 5-cubic-feet capacity or larger, pumps having greater than 4-inch intake, construction-type compressors, etc. When directly identified with construction work, certain automotive equipment, such as dump trucks and stake-body trucks, shall be classified as "major construction equipment." In general, relatively large expensive equipment requiring the continuous attention of a skilled operator during periods of operation shall be classified as "major construction equipment."

— —Minor Construction Equipment.

2. *Minor Construction Equipment.*—This term includes relatively small inexpensive items of construction equipment which do not fall within the category of "major construction equipment." This term is meant to include garage-type compressors, saw rigs, concrete vibrators, concrete mixers of less than 5-cubic-feet capacity, pumps having 4-inch intakes or less, scrapers (not self-powered), pneumatic tools, etc.

—Other-Than-Construction Equipment.

Other-Than-Construction Equipment.—The term "other than construction equipment" means any machine, vehicle, or device not coming within the above definitions of construction equipment or within the definition hereinafter given for implements. In general, other-than-construction equipment includes the following classes:

— —Automotive Equipment.

1. *Automotive Equipment.*—Such equipment as passenger cars, busses, station wagons, stake-body trucks, ambulances, bookmobiles, and other vehicles when not directly identified with construction operations.

— —Shop Equipment.

2. *Shop Equipment.*—Such equipment as lathes, woodworking machines, welding outfits, and garage-type air compressors when not directly identified with construction operations.

— —Industrial Equipment.

3. *Industrial Equipment.*—Such equipment as sewing machines, cloth cutters, motors, refrigerators, and washing machines.

— —Scientific and Engineering Equipment.

4. *Scientific and Engineering Devices.*—Such equipment as photographic apparatus, surveying instruments, drafting instruments, and testing equipment.

5. *Art and Craft Equipment.*—Such equipment as lithograph presses, electric chisels, potters wheels, and baking furnaces. — —Art and Craft Equipment.

6. *Educational and Recreational Equipment.*—Such equipment as projectors and demonstration equipment. — —Educational and Recreational Equipment.

7. *Furniture and Office Equipment.*—Such equipment as desks, tables, cabinets, typewriters, and various labor-saving office machines. — —Furniture and Office Equipment.

8. *Camp Equipment.*—Equipment not included in any of the above items, used in the operation of work camps. — —Camp Equipment.

9. *Accessories.*—This term applies only to items designed to improve the performance or increase the utility of a piece of equipment and which (a) upon installation become an integral part of a principal piece of equipment and thus lose their identity, or (b) normally are not operated alone or interchanged among integral pieces of equipment. — —Accessories.

   Accessories shall not be construed to include replacement parts or complementary units of construction equipment such as self-powered conveyors and self-powered drum hoists.

Implements.—The term "implements" refers to relatively inexpensive items of nonexpendable property which are generally used in manual operations as an aid to performance of work by an operating unit. Implements, under certain conditions, may be owned by operating units but are normally owned by the Supply Fund Account and furnished to operating units on a rental or prorated cost basis. The term "implements" includes (1) all hand tools and devices, including small self-powered drills, small floor sanders, and drinking fountains; (2) office books and binders and minor office furnishings for which it is not practical to retain individual identities; and (3) other miscellaneous items of nonexpendable property not coming within the definitions on pages 2.10.002-2.10.003. —Implements.

Operating Unit.—The term "operating unit" refers to an operating project, a unit of the State or district administrative organization, or a unit of a State-wide or Field Supply Section. —Operating Unit.

Operating Project.—The term "operating project" refers to an official and/or work project of the Work Projects Administration. This term has no meaning or application in connection with the Supply Section. —Operating Project.

State Supply Section.—The term "State Supply Section" is an all-inclusive term for the various supply activities operated within a State. It includes the "State Executive Staff," the "State-wide Supply Section," if any, and all "Field Supply Sections," as hereinafter defined. —State Supply Section.

State Executive Staff.—The term "State Executive Staff" refers to the executive personnel employed under the Supply Fund Account for directing the activities of the State Supply Section. It includes only the State Supply Manager, the State Property Accountant, and their immediate staffs. —State Executive Staff.

Field Supply Section.—The term "Field Supply Section" refers to an organization established under the Supply Fund Account for servicing the property needs of geographically adjacent groups of operating projects or groups of projects having similar or peculiar property needs. —Field Supply Section.

State-wide Supply Section.—The term "State-wide Supply Section" refers to a State-wide organization established under the Supply Fund Account, in substantially the same manner as a Field Supply Section is established, for servicing the property needs of a State-wide nature for certain operating projects and/or administrative units within a State Work Projects Administration. —State-wide Supply Section.

—Warehouse.

Warehouse.—The term "warehouse" refers only to a building, shed, storage yard, and/or other depository for the storage of property.

—Supply Fund.

Supply Fund.—The term "supply fund" refers to an authorization for the expenditure of funds, with subsequent reimbursement when appropriate, to be used in the manner of a "revolving fund" for the purchase, storage, and distribution of materials, supplies, equipment, and tools; for the repair of equipment and implements; for the rental of equipment and implements to operating projects and administrative units of the Work Projects Administration; and for the accounting and recording necessary to such functions. Funds for this purpose are released under a separate expenditure symbol which is a subdivision of the master appropriation of the Emergency Relief Appropriation Act.

The supply fund is not a project, not a warehouse, and not a service or organization of any kind. All references to the supply fund shall be applicable only in the light of the definition in the preceding paragraph.

—Inventory Report.

Inventory Report.—An inventory report shall be considered as a statement of the status of the physical inventory, prepared and submitted at a designated time or at a regular interval by the person having direct responsibility and custody of property.

—Inventory Record.

Inventory Record.—The terms "inventory records" and "records of inventory" refer to the continuing records of all transactions affecting responsibility for the custody of property which are maintained by Property Accountants of the Division of Finance on the forms and in the manner prescribed in chapter 3, volume 4, of the Manual of Rules and Regulations.

Responsibility for Property in Custody

Responsibility for Property in Custody.

The Work Projects Administration acquires title to property through purchase, transfer, or donation. Other property is taken into custody through rental or loan. Property for project operations is also accepted into custody at the discretion of State Work Projects Administrations from project sponsors.

—General Responsibility.

The responsibility for property owned by or in the custody of the Work Projects Administration is at all times vested in a WPA employee, and cannot be delegated to or assumed by anyone not in the employ of the Work Projects Administration. It is the responsibility of the State Work Projects Administrator to disseminate all necessary instructions for the adequate protection and care of property owned by or in the custody of the State Work Projects Administration..

—Direct Responsibility.

Direct responsibility for property devolves solely upon the WPA employee in whose custody the property is placed, or to whom it is issued for authorized purposes. Operating divisions shall designate responsible custodial employees by name and shall furnish specimen signatures of such employees to the State Supply Manager and State Property Accountant or their authorized representatives.

—Conditions Under Which Property May Be Turned Over to Sponsors.

When it is necessary to turn materials or other property over to project sponsors for transportation, processing, or storage, and when proper agreement has been entered into with the sponsor and approved by the State Administrator or his authorized representative, the property may be placed temporarily in the custody of the sponsor's representative. A receipt shall be executed by the sponsor's representative receiving the property. Such receipts will protect but shall not relieve the WPA employee currently responsible for the property. The responsible WPA employee will check and count such property and include it on his reports of inventory when due. WPA inventory records shall not be affected by temporary transfers of this kind but shall disclose the location of the property and the sponsoring agency having custody. A receipt shall be given to the sponsor's representative when the property is returned to WPA custody.

Responsibility for the care, preservation, and correct usage of property usually devolves upon (1) the supervisory employee in charge in the case of property on an operating project, (2) the Superintendent of Storage or Storekeeper for property in a warehouse, and (3) division or section heads for property in administrative units. Such employees shall be provided with adequate space for storage and with adequate means of safeguarding property, including watchmen and guards when necessary. Such employees also shall be responsible for taking physical counts and for making periodic reports of inventory.

—Financial Responsibility.

Responsibility for property in custody involves financial liability therefor. The value of property lost, damaged, or destroyed through the negligence or carelessness of an employee having custody thereof shall be charged to him. The methods and means adopted by any employee to enforce the regulations established for the protection of the property under his supervision or in his custody shall determine the extent of his financial liability.

—Relief From Responsibility.

Except in the case of loss or damage, relief from responsibility for property is afforded to an individual when the property is consumed, incorporated, or removed from his custody to the custody of another, receipted for, and/or made a matter of records on forms and reports prescribed in these regulations.

—Reports of Survey.

Relief from responsibility for property that becomes lost or damaged shall be afforded only after the submission of *Report of Survey*, WPA Form 715, by the individual having direct responsibility for the property at the time it became lost or damaged, and after action thereon by authorized surveying officials. Administrative action on reports of survey shall determine the degree of financial liability of any WPA employee involved in the loss of or damage to property.

Responsibility for Records and Documentary Control of Property

Records and Documents of Property.

A system of continuing records and documents shall be maintained to reflect the acquisition, disposition, and current status of all property coming into the custody of each State Work Projects Administration. These records and documents also shall reflect the location of all property at all times and shall disclose the personal responsibility of individuals authorized to have property in custody.

—Maintenance of Records.

The primary responsibility for the maintenance of inventory records of property in the custody of a State Work Projects Administration is vested in the Property Accounting Unit operated under the supervision of the Division of Finance and Control. However, responsible individuals on operating projects, in administrative offices, and in Supply Sections shall maintain files of documents to reflect adequately their respective responsibilities in the acquisition of dispositionsof property in their custody.

—Records Maintained by the Property Accounting Unit.

Inventory Records Maintained by the Property Accounting Unit.—The property Accounting Unit is responsible for the maintenance of inventory records for all property in custody of the State Work Projects Administration. These records are maintained on prescribed forms in the manner set forth in chapter 3, volume 4, of the Manual. Property inventory records shall be maintained in close proximity to the personnel of the Control Unit of a Supply Section who make use of the records and shall be available at all times to the State Supply Manager and his authorized representatives. The records maintained by the Property Accounting Unit shall serve every pertinent purpose within the State Administration and shall not be duplicated in any location.

—Records of Supply Sections.

— —Document Files.

Files of Documents and Bin Records To Be Maintained by Superintendents of Storage and Storekeepers in Supply Sections.—Superintendents of Storage and Storekeepers in Supply Sections shall maintain files of all documents reflecting the addition or reduction of stocks of property coming into their custody, including copies of *Report of Inventory*, WPA Form 720, and *Project Report and Record of Expendable Property*, WPA Form 721. The documents shall be filed by type of document in chronological order.

— —Bin Cards.

In addition to the file of documents, Superintendents of Storage and Storekeepers shall maintain bin cards for property stored in bins, compartments, stockrooms, etc. *Bin Record*, WPA Form 365, shall be used for this purpose.

Federal Works Agency
WPA Form 365

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

BIN RECORD

Card No. _____

State of _____

Warehouse _____ Bin No. _____

Item _____

Unit of measure _____

Document		Date	Quantities			
Type	Number		In	Out	On hand	Initials

(This form to be mimeographed locally)

Suitable holders shall be provided for bin records. The records shall be maintained at the actual place of storage. When quantities of the item of property in question are placed in or removed from the bin, appropriate entries shall be made on the bin record with indelible pencil or in ink, including a reference to the document covering the transaction and the date of the acquisition or removal. The person posting the entry shall enter his initials on the record opposite his postings. Spot checks shall be made at irregular intervals by the Superintendent of Storage to verify the accuracy of such bin records and the quantity of property on hand.

Property removed from bins for rehabilitation or repair shall be appropriately referenced on bin cards. The Superintendent of Storage shall, when necessary, advise the Property Accountant of the quantity of items in process of repair and not available for transfer until repaired, in order that appropriate notations may be made on the warehouse records of inventory.

—Records of Operating Unit.

Files of Documents To Be Maintained by Responsible Employees on Operating Projects and in Administrative Offices.—It shall be the responsibility of the WPA supervisory employee in charge of each operating project and of division or section chiefs in administrative offices to maintain files of all documents reflecting the acquisition and disposition of property coming into the custody of the project or administrative office, including copies of *Report of Inventory*, **WPA Form 720**, and *Project Report and Record of Expendable Property*, **WPA Form 721**. The documents shall be filed by type of document in chronological order. Particular care shall be exercised on operating projects in maintaining the report of daily consumption and incorporation of expendable property on WPA Form 721.

The files of documents of acquisition and disposal and the periodic reports of inventory on WPA Forms 720 and 721 shall constitute the only records of property to be maintained on operating projects and in administrative offices. At any time between submissions of inventory reports on WPA Forms 720 and 721, the current responsibility for property on projects or in administrative offices shall be determined by the quantities shown on the latest of these reports, plus all quantities received, less all quantities disposed of as recorded on documents of acquisition and disposal (in the chronological files mentioned above) correctly executed subsequent to the date of the last reports of inventory on WPA Forms 720 and 721.

Inventory records on forms prescribed in chapter 3, volume 4, shall not be maintained on operating projects or in administrative offices.

Revised Sept. 8, 1942

Identification of Government-Owned Motor Vehicles

Identification of Government-Owned Motor Vehicles.

—Venicle To Be Identified.

All motor vehicles and trailers owned or leased and operated by the Work Projects Administration upon the public highways in the United States shall bear at all times the official United States Government identification tag and identification shield. This regulation does not apply to vehicles which are rented or hired for periods of 1 year or less when such vehicles bear State or District of Columbia license tags and are not registered in the name of a Federal agency or officer. The official Government tags and shield shall not be used on any vehicle not owned or leased by the United States Government. Other identification tags, shields, or license plates in lieu of or in addition to those prescribed herein shall not be used. Wherever required by State regulations, the State Administrators shall furnish the State Division of Motor Vehicles, for information purposes, a list of the official tag numbers with a description and location of the vehicles.

—Display of Tags.

The official tags for all vehicles except trailers and motorcycles shall be procured in sets of two to be attached to the front and rear of the vehicle. For trailers and motorcycles only one tag shall be used, attached to the rear. The tags shall be kept clean and legible at all times. They shall be used on the vehicle to which they are originally assigned until the vehicle is removed from service, or until they become mutilated or defaced so as to render replacement necessary. When a vehicle is retired from service, the tags shall be removed therefrom. Such tags may be either transferred to a new vehicle, returned to stock for subsequent use, or voided against further use, except under no circumstances shall tags secured from the District of Columbia Government be transferred to another vehicle. Tags which are voided shall be defaced or destroyed in such manner as to prevent their reuse for unauthorized purposes.

—Display of Shields and Agency Lettering.

The official shield and agency lettering shall be displayed as follows:

FEDERAL WORKS AGENCY	1½ inches
(Space)	1 inch
(Official U. S. Government Shield)	5 inches
(Space)	1 inch
WORK PROJECTS ADMINISTRATION	1 inch

1. On passenger cars, trucks, busses, and ambulances—vertically centered on both front-door panels, or in as nearly equivalent position relative to the driver's seat as is possible where there is no door.
2. On trailers—vertically centered on both sides.
3. On motorcycles—not to be used except on those vehicles having sidecars. On the latter, the shield and lettering shall be centered on the outside panel of the sidecar.

The shields and lettering shall be maintained clearly legible at all times. When a vehicle is sold or otherwise retired from Government use, the shields and lettering shall be removed. For vehicles located in the District of Columbia the use of the official shield shall be in addition to the marking displayed in accordance with the provisions of 33 Stat. 697 (5 U.S.C. 77).

—Procurement of Tags and Shields.

The requirements of each State Administration for official Government tags and shields shall be requested from the central office supply fund on WPA Form 358. The requests shall indicate the number of pieces of equipment to be used (1) administratively, and (2) by the Supply Fund Account and projects. Tags to be used on motorcycles shall be requested separately. The accounts in the central office will be reimbursed by transfer of charges to the Equipment Rental Direct Service Account of the State supply fund, covering the

PART LL. PROPERTY VALUATIONS

Property Valuations.

Property accepted into custody by the Work Projects Administration shall be evaluated and recorded in the appropriate records of inventory as set forth in chapter 3, volume IV.

Instructions are set forth in this part relating to the valuation of property (1) upon initial acquisition by a State Work Projects Administration; (2) upon transfer of ownership between operating projects and between operating projects and the Supply Fund Inventory; (3) when transferred to another State Work Projects Administration or Federal agency; and (4) by appraisal.

Valuation of Property Upon Initial Acquisition

—Upon Initial Acquisition.

The value of property upon its initial acquisition by the State Work Projects Administration shall be determined as follows:

1. Project property purchased through the Procurement Division of the United States Treasury Department shall be evaluated at the cost of acquisition, including the cost of transportation.
2. Property produced or manufactured by a direct-service activity of the Supply Section shall be evaluated on the basis of the total cost of production or manufacture as prescribed on pages 2.10.020-2.10.024.
3. Property returned to usable condition after salvage shall be evaluated at its current market value. Such valuation, however, shall not exceed the average unit cost of similar property on the inventory records. Value shall be recorded on WPA Form 741 (see page 2.10.051).
4. Property accepted into the custody of a State Work Projects Administration from project sponsors, property loaned or donated to a State Work Projects Administration by other Federal agencies, surplus property from other administrations of the Federal Works Agency, and surplus property transferred through the Treasury Procurement Division shall be evaluated as follows:
   (a) Equipment shall be evaluated by application of the formula set forth on page 2.10.011.
   (b) Property other than equipment shall be evaluated by appraisal on the basis of values comparable with the average unit value of similar property owned by the State Work Projects Administration.

   Property received from other than State Work Projects Administrations shall be evaluated at the average unit value of similar property owned by the receiving State Administration. Such values shall be determined prior to the transfer of property, in accordance with the provisions on page 2.10.010.

Entries of property value on documents reporting the initial acquisition of property by a State Work Projects Administration shall be made in Control Units of the State Supply Section. Operating projects shall not establish property values on documents of acquisition originating on such projects. In all instances except "appraisals," property values upon initial acquisition shall be recorded on *Receipt for Property or Services*, WPA Form 741, as set forth on pages 2.10.052 through 2.10.054. Values established by appraisal shall be recorded on *Report of Appraisal of Property*, WPA Form 364, as set forth on page 2.10.012.

Valuation of Property Upon Transfer of Ownership

Upon Transfer of Ownership.

Instructions relating to the valuation of property (1) upon transfer of ownership between operating projects or between projects and the Supply Fund Inventory, (2) when transferred to another State Work Projects Administration, and (3) when transferred to another Federal agency are set forth in the following subsections.

—From Project to Supply Fund or Other Project.

Valuation of Property Upon Transfer of Ownership Between Operating Projects or Between Projects and the Supply Fund Inventory.—Property owned by an operating project, upon transfer of ownership to another operating project or to the Supply Fund Inventory, shall be evaluated as follows:

1. Automotive and construction equipment shall be evaluated by appraisal by application of the formula set forth on page 2.10.011. The age of the equipment (Factor "A" in the formula) shall be taken as of the nearest quarterly date; i.e., March 31, June 30, September 30, or December 31. The appraisal shall be documented on WPA Form 364.
2. Minor equipment, implements, and expendable property shall be evaluated at the average unit value of similar property in the inventory records or at their current market value, whichever is lower.

—To Another State Administration.

Valuation of Property When Transferred to Another State Work Projects Administration.—Property becoming surplus to the needs of a State Work Projects Administration and which is to be transferred to another State Work Projects Administration shall be evaluated as follows:

1. Equipment and implements owned within the Supply Fund Inventory Account shall be transferred without exchange of funds as set forth on page 2.10.080. The property shall be evaluated by the receiving State Work Projects Administration. Equipment shall be appraised by the application of the formula set forth on page 2.10.011. Implements shall be evaluated at the average unit value of similar property owned by the receiving State Administration.
2. Expendable property shall be transferred with an appropriate exchange of funds. The charges shall be determined prior to the transfer and the delivered cost shall be reasonable and shall not exceed that of similar property otherwise obtainable. The receiving State Administration shall bear the cost of transportation.

   The inventory account of the relinquishing State Administration shall be adjusted to the value charged to the receiving State Administration with the corresponding charge resting against the Inventory Removal Account No. 55 (documented on Standard Form 1017-G) as required in chapter 5, volume IV of the Manual.

—To Another Federal Agency.

Valuation of Property When Transferred to Another Federal Agency.—Transfers of surplus property to another Federal agency shall be accomplished in accordance with instructions set forth on page 2.10.081. The valuation of the property when transferred shall be in accordance with the transfer authorization issued in each instance. The inventory account of the relinquishing State Administration shall be adjusted as required above for transfers to other State Administrations.

Appraisal and Evaluation of Automotive and Construction Equipment

Evaluation of Equipment.

Each item of automotive and construction equipment in custody of a State Work Projects Administration shall be appraised or evaluated (1) upon acquisition, (2) quarterly, and (3) at such other time as is determined necessary for administrative or operating purposes.

—Evaluation of New Equipment.

The value of new equipment shall equal the actual cost to the Work Projects Administration, including the cost of delivery transportation as evidenced by appropriate documents.

—Evaluation of Used Equipment.

Used equipment shall be evaluated upon acquisition and quarterly by applying a depreciating factor to the cost of the equipment when new. The depreciating factor shall be the percentage the age of the equipment bears to its service life. These factors shall be taken from *Table No. 1, Assigned Service Life and Annual Depreciation Factors*, set forth in appendix E of this volume.

—Qu. Evaluat

Quarterly evaluation of the equipment inventory shall be made as of March 31, June 30, September 30, and December 31 of each year.

—Evaluation Formula.

Formula for Evaluating Equipment.—The value of equipment (1) at times of quarterly appraisal and (2) upon acquisition other than original purchase by the Work Projects Administration shall be determined by application of the following formula:

$$V = C - (C\ D\ A)$$

Where V = Appraised value

C = Cost when new

D = Depreciating factor (from table)

A = Age of equipment

— —Depreciation Period.

Equipment shall not be depreciated in value beyond its last full year of service life as long as it remains in use by the Work Projects Administration. In other words, the factor "A" in the formula shall never be greater than the Assigned-Service-Life-Factor minus 1.

—Determination of Value and the Quarterly Depreciation Factor.

Method of Effecting Normal Quarterly Appraisals.—At the time of acquisition of equipment, *Inventory Record of Equipment*, WPA Form 712, shall be initiated for each item and the value determined as required in chapter 3, volume IV. At this time the value of the normal quarterly depreciation factor for the equipment shall be determined from the *Table No. 2, Assigned Service Life and Annual Depreciation Factors*, (see appendix E) and entered on the individual WPA Forms 712 as memoranda.

— —WPA Form 364.

On the quarterly dates specified above, the Property Accountant shall execute *Report of Appraisal of Property*, WPA Form 364, and necessary schedules as required herein. After completion, WPA Forms 364 shall be submitted to the directors of the appropriate operating divisions or their authorized representatives for review and approval. When approved, the WPA Forms 364 shall be used by Property Accountants to reduce the value of the Equipment Inventory Account, as set forth in the pertinent chapters of volume IV.

—Redetermination of Evaluation.

Evaluation of Equipment at Times Other Than Acquisition and Normal Quarterly Appraisals.—When the value of equipment is materially increased by the permanent attachment of valuable working parts, super-structure, or similar items, the value of such attachments shall be added to the original new value of the equipment. The current value of the equipment shall be redetermined by application of the formula.

The temporary attachment of working parts, accessories, and similar items shall not affect the value of equipment. Such items shall be evaluated in their own nomenclature and individually recorded in the equipment inventory records.

— —Repairs, Overhaul, or Rehabilitation.

Normally, the cost of repairs, overhaul, or rehabilitation shall not affect the current appraised value of equipment. However, when as the result of overhaul or rehabilitation, the value of the equipment is appreciably augmented, the director of the appropriate operating division may require revaluation. This shall be accomplished by competent employees of the appropriate division, who shall execute an individual *Report of Appraisal of Property*, WPA Form 364. No attempt shall be made to revaluate equipment in this instance, unless as a result of the appraisal, the current value is affected by more than the normal annual depreciation of the equipment.

—Example of Use of Evaluation Formula.

Example of Application of Evaluation Formula.—The equipment inventory shall be appraised in the following described manner:

For example, it is necessary to establish by appraisal the value of a tractor, the age of which is 3½ years.

Item:	Tractor, Crawler, Diesel, under 50 h.p.	
	Cost when new	$3,000
	Assigned Service Life (from table)	5 years
	Depreciation factor	20% per year
	Age at time of appraisal	3½ years

Formula: $V = C - (C\ D\ A)$

$V = 3,000 - (3,000)\ (.20)\ (3.5)$

$V = 900$

If the age of the tractor equalled or exceeded the Assigned Service Life Factor (5 years), it would not be appraised beyond the fourth year of service life. As long thereafter as it remains in use, its recorded value would be $600.

The above example is also applicable to the original establishment of value at the time of acquisition of used equipment, or equipment accepted into the inventory as a loan or donation, in other than new condition.

—WPA Form 364.

Preparation and Use of REPORT OF APPRAISAL OF PROPERTY, WPA Form 364.—WPA Form 364 shall be executed in an original and three copies. After approval, the original and first carbon copy shall be submitted to the Property Accounting Unit for posting the records of inventory and incidental accounting as set forth in volume IV.

— —Preparation.

Entries shall be made on WPA Form 364, Revised, in accordance with the following instructions:

Document Number.—WPA Form 364 shall be numbered in a separate numerical sequence for each operating division. The document number shall consist of a serial number prefixed by the operating divisions initials; e.g., "Opr. 10," "Ser. 14," etc.

State.—Enter the name of the State.

Date.—Enter the date of preparation of the report.

Description of Property.—Enter a description of the equipment using the terminology set forth on inventory records and property transaction documents.

Owned by.—Enter a check mark in the appropriate block to indicate whether the item of equipment is owned by an administrative unit, an operating project, or the Supply Fund Inventory Account. Where it is owned by an operating project, enter the work project number.

WPA Form 364—Revised

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

REPORT OF APPRAISAL OF PROPERTY

Document No. _____

State of _____ Date _____

Description of property _____

Owned by: ☐ Administrative Unit ☐ Operating Project ☐ Supply Fund

W. P. No. _____

1. Appraisal of individual equipment

Manufacturer _____ Model and year _____

WPA No. _____ Engine No. _____ Mfgr's serial No. _____

Original cost new $ _____ Assigned Service Life _____ yrs. Depreciation factor _____

Age at this appraisal _____ yrs.

Reason for appraisal and remarks _____

Recorded value prior to this appraisal $ _____

Increase; decrease; by this appraisal $ _____

Appraised value, as of the above date $ _____

2. Quarterly appraisal of _____ Inventory

Recorded value prior to this appraisal $ _____

Increase; decrease; by this appraisal $ _____

Appraised value, as of the above date $ _____

CERTIFICATE OF APPRAISAL

I certify that { the property described above / the property listed on the attached schedule } has been appraised in accordance with prescribed regulations, and that the values shown are correct.

Signature _____

Title _____

The above appraised evaluation of the property described is APPROVED. All inventory records and accounts of the property shall be amended accordingly.

For the Director, Division of _____

Signature _____

Title _____

This form shall be duplicated locally. In the body of the form it will be necessary to include only the appropriate condition describing the individual type of appraisal being made.

Space Numbered 1.—This space shall be utilized when the report is used to appraise individual items of equipment.

Space Numbered 2.—This space shall be utilized when the report is used as a quarterly appraisal of complete equipment or implement inventories. When this space is used, schedule listing the property being appraised shall be attached to the completed WPA Form 364.

The "certificate of appraisal" shall be executed by the employee authorized to make the appraisal.

Inappropriate wording on the form shall be ruled out.

—Review. The report of appraisal shall be reviewed by the appropriate division director or his authorized representative, who shall sign the report and affix his title if he approves the finding of the appraising officer with respect to the present appraised value of the equipment.

Added July 6, 1942

—Schedule of Equipment.

At quarterly appraisals of the complete Supply Fund Equipment Inventory, WPA Form 364 shall be used to document the total change in value of the complete inventory. In this instance, a schedule listing each item of equipment shall be prepared and attached to WPA Form 364. The schedule of equipment shall be prepared on plain paper, in an original and three copies, as follows:

SCHEDULE OF APPRAISALS OF SUPPLY FUND EQUIPMENT INVENTORY

Document No. Opr. _____ State Administration _____

Page No. _____ of _____ pages Supply Section No. _____

Date _____

WPA serial No.	Equipment description	previous recorded value	Quarterly depreciation	Value this appraisal
16	1½ Ton Stake Truck	$499	$83	$416
42	30 h.p. Tractor	1,000	125	875
67	¾ cu. yd. Shovel	10,500	877	9,623
	The "Age" of the following listed equipment exceeds "Assigned Service Life" No change in value since last appraisal			
17	1½ Ton Stake Truck	333	—	333
33	Scraper Wagon	450	—	450
26	Concrete Mixer 14-S	695	—	695
	Totals	13,477	1,085	12,392

Only the "TOTALS" shown above shall be entered in the space numbered "2" on the WPA Form 364.

Added July 6, 1942

Appraisal and Evaluation of Supply-Fund-Owned Implements

Valuation of Implements by Appraisal.

The implement inventory shall be appraised and evaluated at least once each year by the appropriate supply supervisor not later than December 1, so as to reflect current values on the semiannual report of inventory as of December 31.

—Average Unit Value.

Implements shall be evaluated and recorded in the inventory at an average unit value for each type. No attempt shall be made to have two evaluations for the same type of implement; e.g., all "long-handle round-point shovels" shall have the same unit value which shall be an average value based upon consideration of all such shovels in the inventory. Implements shall not be appraised below 33 percent of their original value when new.

—Schedule of Appraisal.

Items of inventory other than implements, handled in the same manner as implements, shall be appraised or evaluated in their correct classification and not as "Implements." To document appraisal of implements, a schedule shall be prepared listing by types the implements to be appraised.

SCHEDULE OF APPRAISAL OF IMPLEMENTS

Document No. S _____ State Administration _____

Page No. _____ of _____ pages Date _____

Item and quantity on hand (1)	Identifying description (2)	Current average unit value (from WPA Form 747) (3)	Current total value of inventory (1) X (3)	Appraised average unit value (4)	Revised total value of inventory (1) X (4)
500 shovels	l.h.r.p.	$0.70	$350	$0.50	$250
300 shovels	s.h.s.p.	.50	150	.30	90
700 picks	r.r.	.60	420	.40	280
			$920		$620
Total decrease in value of implement inventory					$300

—Use of WPA Form 364.

Report of Appraisal of Property, WPA Form 364, shall be prepared as cover sheets for the schedules of implements. Space numbered "2" in the body of the form shall be utilized. The word "implements" shall be inserted in the space provided. The WPA Forms 364 shall be dispatched and handled exactly as described on pages 2.10.011-2.10.012.

Revised July 6, 1942

Appraisal and Evaluation of Materials and Supplies

Evaluation of Materials and Supplies.

Upon original acquisition by operating projects, materials and supplies shall be evaluated st the actual cost (including delivery expense) to the Work Projects Administration, as evidenced by appropriate documents.

Materials and supplies acquired for warehouse stock of the Supply Fund Inventory, either by original purchase, by transfer from projects, or by transfer from surplus stocks of other Federal agencies, shall be evaluated in the Supply Fund Inventory records at the average unit value of similar property in the inventory or at their current market value, whichever is lower.

—Recording Evaluation.

The determination of the unit value of property in the Supply Fund Inventory, acquired by transfer, shall be recorded and documented on *Receipt for Property or Services*, WPA Form 741, in accordance with instructions set forth on page 2.10.052. *Report of Appraisal of Property*, WPA Form 364, shall not be used for this purpose.

—Evaluation of Damaged Materials and Supplies.

When materials and supplies are damaged or have deteriorated to such an extent that the property is still usable but the recorded value is no longer appropriate, the property shall be made the subject of a *Report of Survey*, WPA Form 715. The surveying authorities shall establish the depreciated value of the property, as well as impose any necessary limitations on the use of the property for construction or other purposes. Such property shall not be intermingled with similar property having higher value or utility and shall be disposed of separately.

—Separate Records for Damaged Materials and Supplies.

Separate records of inventory shall be maintained for such property until it is issued for use. The approved WPA Form 715 in this case shall be used to adjust or establish the unit value of the property in the inventory records. WPA Form 364 shall not be used.

—Adjustment of Recorded Value.

In some instances it may be necessary to adjust the recorded value of materials and supplies downward as the result of lower currect market prices. In other words, the unit cost of materials and supplies on hand in warehouse stocks may exceed the cost of similar property in the commercial market, thus creating the condition where it would be more economical to a project to purchase additional property rather than utilize stocks on hand.

A condition also may arise where substitution can be made for certain materials and supplies to utilize surplus stocks on hand, but such current stocks may exceed the value of the substituted items.

—Approval of Regional Director.

In such instances an adjustment may be made in the unit value of the items involved. Adjustments may be made only in the quantity of items directly involved, and not in the entire stocks on hand. Adjustment of unit values in such instances shall be documented as described below and shall be approved by the Regional Director.

—Preparation of WPA Form Form 364.

Report of Appraisal of Property, WPA Form 364, shall be used, and in lieu of statements numbered 1 or 2 on the specimen form shown on page 2.10.0121, one of the following shall be utilized (the amount of the reduction to remain charged to the project on which the property is surplus).

3. *Appraisal of Expendable Materials.*—The expendable materials listed on the attached schedule are surplus to needs on the project for which originally acquired and are needed on another project. This appraisal is to adjust the recorded value in accordance with the current commercial market value of similar property f.o.b. the site of the needing project.

4. *Appraisal of Expendable Materials.*—The expendable materials listed on the attached schedule are surplus to needs on the project for which originally acquired and are needed on another project in substitution for lower priced materials. This appraisal is to adjust the recorded value in accordance with the cost of materials for which substitution is proposed. This will result in the utilization of surplus stocks and preclude the purchase of other materials.

—Itemized Schedule.

The property shall be listed on a schedule attached to WPA Form 364 itemizing the property and showing the recorded and adjusted unit values, extensions, and totals. On the face of the WPA Form 364, the following summarized information shall be shown:

Recorded value prior to this appraisal	$_____
Decrease by this appraisal	$_____
Appraised value as of the above date	$_____

Report of Appraisal of Property, **WPA Form 364**, for expendable materials and supplies, when approved by the Regional Director, shall be processed concurrently with *Transfer Voucher*, **WPA Form 740**, documenting the transfer of the items effected to the receiving project.

Added July 6, 1942

Appraisal and Evaluation of Office Equipment

Evaluation of Office Equipment.

Office equipment in the custody of a State Work Projects Administration shall be evaluated or appraised semiannually as of June 30 and December 31, by application of the formula prescribed on pages 2.10.011-2.10.012 for evaluation or appraisal of equipment. The *Table of Assigned Service Life and Annual Depreciation Factors for WPA Office Equipment* is set forth in appendix E of this volume.

Added July 6, 1942

PART III. ORGANIZATION AND OPERATION OF SUPPLY SECTIONS UNDER THE SUPPLY FUND ACCOUNT

Organization and Operation of Supply Sections.

Each State Work Projects Administration shall establish a Supply Section for servicing the common property needs of all operating projects. Certain property needs of administrative offices also shall be serviced by the Supply Section when the services are comparable with those normally rendered to operating projects. Services peculiar to an individual project or administrative office shall not be performed by the Supply Section.

—Expense of Operation.

The expense of operating the Supply Section shall be met with funds of the Supply Fund Account. The Supply Fund Account shall be reimbursed monthly for the cost of services rendered by the Supply Section, either by direct charges to the accounts of units receiving services in the proportionate amount of the total cost of services rendered, or by prorated charges of the cost of general or overhead expense not readily subject to direct billing segregation.

Establishment of Supply Sections

Establishment of Supply Sections.

It shall be the responsibility of the State Work Projects Administrator to establish a Supply Section to render services with respect to the property needs of the State Administration. The types and kinds of services that shall be performed by the Supply Section and those services of an optional nature are specifically prescribed in the following pages.

—Appointment of Officials To Manage Supply Section.

The State Administrator shall appoint officials to be paid from the Supply Fund Account to manage and control the operation of the Supply Section as follows: (1) Under the State Director, Division of Operations, there shall be appointed an official whose title shall be "State Supply Manager"; and (2) under the State Director, Division of Finance, there shall be appointed an official whose title shall be "State Property Accountant." These officials, through their respective division directors, shall be responsible to the State Administrator for the performance of their respective duties in connection with the organization, management, and operation of the Supply Section.

—Responsibilities of Division of Operations.

It shall be the responsibility of the State Supply Manager to manage the Supply Section, including all Field Supply Sections and service activities except the Property Accounting Unit. When necessary, a member of the staff of the State Supply Manager may be designated to coordinate Supply Section activities pertinent to the Division of Professional and Service Projects.

—Responsibilities of Division of Finance.

The supervision of the Property Accounting Unit shall be the responsibility of the State Property Accountant. Detailed instructions on the responsibilities and duties of the State Property Accountant are contained in chapter 3, volume 4, of the Manual of Rules and Regulations.

—WPA Form 748.

State Work Projects Administrations shall use *Application for State Supply Fund Limitation*, WPA Form 748, to make application to the central office for authority to establish, increase, decrease, or eliminate Supply Section activities and to request fund limitations therefor. WPA Form 748 shall be prepared and submitted as prescribed on pages 2.10.033-2.10.041. No activities shall be initiated or altered until the required WPA Form 748 has been approved by the Chief Engineer, Washington, D. C.

Organization of Supply Sections

Organization of Supply Sections.

The State Supply Section normally shall consist of the State Executive Staff, a State-wide Supply Section, and one or more designated Field Supply Sections.

—State Executive Staff.

The State Executive Staff shall be established to perform general-service activities pertinent only to the Supply Section and to provide office space for the State Supply Manager, the State Property Accountant, and their immediate staffs. This unit may be located either in the State administrative office or in a separate establishment in the same city. If located in the State office, the Supply Section personnel shall be physically segregated in separate rooms or partitioned offices from administrative personnel and shall not perform any duties of an administrative nature.

—State-wide Supply Section.

A State-wide Supply Section may be established, when necessary, to serve property needs common to the entire State Work Projects Administration. Such Supply Sections shall be organized and operated in essentially the same manner as Field Supply Sections.

—Field Supply Sections.

Field Supply Sections shall be situated to serve the needs of geographically adjacent groups of operating projects. They shall be organized and located to serve areas as extensive as practicable, considering local conditions within the State. The number of activities established, including warehouses and subwarehouses, shall be restricted to the minimum necessary for efficient and economical management.

— —Supervisory Responsibilities.

Field Supply Sections shall not necessarily be coterminous with administrative districts. One Field Supply Section may serve several administrative districts. When coterminous, however, Field Supply Sections may be designated as "District Supply Sections." Field Supply Sections which are coterminous with districts and designated as District Supply Sections may be placed under the administrative supervision of the District Manager. In such cases the State Work Projects Administrator shall prescribe the extent of the administrative supervision to be exercised by the District Manager. In all other cases the State Work Projects Administrator shall designate the official to be responsible for the administrative supervision of the Field Supply Section and shall prescribe the supervision to be exercised. The appropriate State division directors and their authorized representatives shall be responsible for the technical supervision and management of the Supply Section in every respect. The State Supply Manager shall be responsible for the interdistrict movement of property owned within the Supply Fund Inventory Account and for the movement of property known to be surplus to the needs of any project, district, or area.

— —Field Supply Supervisor.

The functions of the Division of Operations to be performed in each Field Supply Section shall be carried out under the supervision of an official whose title shall be "Field Supply Supervisor." The functions of the Division of Finance shall be carried out under the supervision of a "Field Property Accountant." Other supervisory officials shall be employed as required by the type of services to be performed.

— —Types of Services.

The services performed by Supply Sections shall be of two types: direct service and general service. Direct services shall be separate and distinct activities, and when the full-time services of a supervisor are necessary, his title shall be "Superintendent of Direct Services." These activities shall consist of a number of units, each operated under a numbered "account." Records of the cost of operating each direct-service unit, segregated between "labor" and "other than labor" items, shall be maintained in order that the appropriate account may be reimbursed for the cost of work performed by charges

to operating units benefiting from the services rendered, in accordance with the procedure prescribed in chapter 5, volume 4, of the Manual of Rules and Regulations.

— —General-Service Units.

General-service activities shall be organized as three functional units; namely, a "Control Unit," a "Storage Unit," and a "Property Accounting Unit." These units shall be supervised by officials whose titles shall be as follows:

Unit	*Supervising official*
Control Unit	Assistant Field Supply Supervisor
Storage Unit	Superintendent of Storage
Property Accounting Unit	Field Property Accountant

— —Segregation of Expense.

The total expense of operating general-service activities shall be segregated between "labor" and "other than labor" costs and prorated to operating projects served by this activity. Charges to operating projects shall be based on a rate established as provided in chapter 5, volume 4, of the Manual of Rules and Regulations.

— —Operation of Units.

While it is advantageous that all units of a Field Supply Section be operated in one establishment, it is not mandatory that this be done. Certain direct-service units, such as a garage or a production activity, may be operated in separate establishments. It is necessary, however, that pertinent activities of the Control Unit be conducted in close proximity to the Storage Unit. In like manner, certain activities of the Property Accounting Unit shall be conducted in close proximity to the Control Unit. Records of inventory and pertinent accounting forms shall be maintained at desks immediately adjacent to the personnel of the Control Unit who perform operations involving the records and forms. These related activities shall not be separated in any manner.

—Activity Organization Chart.

The accompanying chart outlines an activity organization of a Supply Section. While the chart includes all of the functions and activities that may be authorized to be carried on at the expense of the Supply Fund Account, it is not intended that each State Administration establish an organization to perform all of the activities detailed. Individual Supply Sections shall include only those activities necessary in the operating area served.

—Mandatory Functions.

Mandatory Functions.—The following activities are mandatory functions to be performed by the Supply Section:

1. *General Services.*

— —General Services.

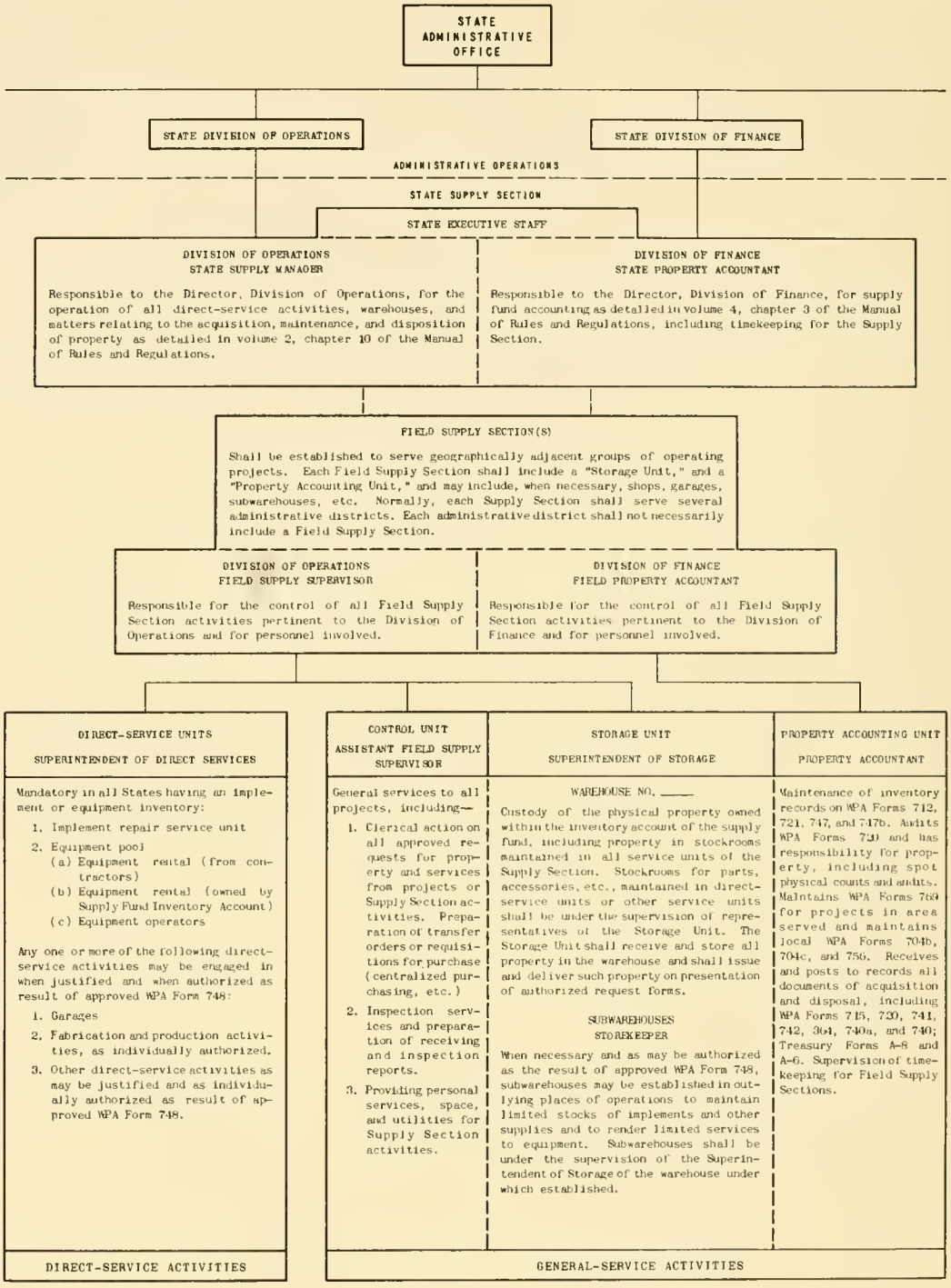
(a) All functions necessary to procure property or services through the Procurement Division of the Treasury Department to accomplish the utilization of Federal surplus stocks and to preclude the accumulation of additional surplus stocks. These functions include—

(1) The preparation of *Requisition for Purchase,* Treasury Forms A-6, necessary within the State Administration. (Treasury Forms A-6 for administrative offices may be excluded, when justified, at the discretion of the State Administrator.)

(2) The bulk purchasing of like property required on a number of operating projects to establish reasonable warehouse stocks.

(b) The operation of warehouses or other depositories for the storage of property owned within the Inventory Account of the Supply Fund.

(c) The maintenance of records of inventory of all property in the custody of the State Work Projects Administration and the operation of an


STATE ADMINISTRATIVE OFFICE
STATE DIVISION OF OPERATIONS
STATE DIVISION OF FINANCE
ADMINISTRATIVE OPERATIONS
STATE SUPPLY SECTION
STATE EXECUTIVE STAFF
DIVISION OF OPERATIONS
STATE SUPPLY MANAGER
Responsible to the Director, Division of Operations, for the operation of all direct-service activities, warehouses, and matters relating to the acquisition, maintenance, and disposition of property as detailed in volume 2, chapter 10 of the Manual of Rules and Regulations.
DIVISION OF FINANCE
STATE PROPERTY ACCOUNTANT
Responsible to the Director, Division of Finance, for supply fund accounting as detailed in volume 4, chapter 3 of the Manual of Rules and Regulations, including timekeeping for the Supply Section.
FIELD SUPPLY SECTION(S)
Shall be established to serve geographically adjacent groups of operating projects. Each Field Supply Section shall include a "Storage Unit," and a "Property Accounting Unit," and may include, when necessary, shops, garages, subwarehouses, etc. Normally, each Supply Section shall serve several administrative districts. Each administrative district shall not necessarily include a Field Supply Section.
DIVISION OF OPERATIONS
FIELD SUPPLY SUPERVISOR
Responsible for the control of all Field Supply Section activities pertinent to the Division of Operations and for personnel involved.
DIVISION OF FINANCE
FIELD PROPERTY ACCOUNTANT
Responsible for the control of all Field Supply Section activities pertinent to the Division of Finance and for personnel involved.
DIRECT-SERVICE UNITS
SUPERINTENDENT OF DIRECT SERVICES
Mandatory in all States having an implement or equipment inventory:
1. Implement repair service unit
2. Equipment pool
(a) Equipment rental (from contractors)
(b) Equipment rental (owned by Supply Fund Inventory Account)
(c) Equipment operators
Any one or more of the following direct-service activities may be engaged in when justified and when authorized as result of approved WPA Form 748:
1. Garages
2. Fabrication and production activities, as individually authorized.
3. Other direct-service activities as may be justified and as individually authorized as result of approved WPA Form 748.
DIRECT-SERVICE ACTIVITIES
CONTROL UNIT
ASSISTANT FIELD SUPPLY SUPERVISOR
General services to all projects, including—
1. Clerical action on all approved requests for property and services from projects or Supply Section activities. Preparation of transfer orders or requisitions for purchase (centralized purchasing, etc.)
2. Inspection services and preparation of receiving and inspection reports.
3. Providing personal services, space, and utilities for Supply Section activities.
STORAGE UNIT
SUPERINTENDENT OF STORAGE
WAREHOUSE NO. ____
Custody of the physical property owned within the inventory account of the supply fund, including property in stockrooms maintained in all service units of the Supply Section. Stockrooms for parts, accessories, etc., maintained in direct-service units or other service units shall be under the supervision of representatives of the Storage Unit. The Storage Unit shall receive and store all property in the warehouse and shall issue and deliver such property on presentation of authorized request forms.
SUBWAREHOUSES
STOREKEEPER
When necessary and as may be authorized as the result of approved WPA Form 748, subwarehouses may be established in outlying places of operations to maintain limited stocks of implements and other supplies and to render limited services to equipment. Subwarehouses shall be under the supervision of the Superintendent of Storage of the warehouse under which established.
PROPERTY ACCOUNTING UNIT
PROPERTY ACCOUNTANT
Maintenance of inventory records on WPA Forms 712, 721, 747, and 747b. Audits WPA Forms 739 and has responsibility for property, including spot physical counts and audits. Maintains WPA Forms 769 for projects in area served and maintains local WPA Forms 704b, 704c, and 756. Receives and posts to records all documents of acquisition and disposal, including WPA Forms 715, 739, 741, 742, 364, 740a, and 740; Treasury Forms A-8 and A-6. Supervision of timekeeping for Field Supply Sections.
GENERAL-SERVICE ACTIVITIES

Accounting Unit to do all appropriate supply fund accounting. (These functions are responsibilities of the Division of Finance and instructions necessary to the activities are found in chapters 3 and 5, volume 4, of the Manual of Rules and Regulations.)

1. *Direct Services.*

— —Direct Services.

(a) The maintenance of a stock of implements having general utility on operating projects in those States where implements are purchased with Federal funds.

(b) The maintenance and dispatching to operating projects of all equipment owned within the Supply Fund Inventory Account.

(c) The operation of shops for the repair of implements and equipment of the Supply Fund Inventory Account, and the operation of fabrication activities, such as the construction of standardized and other project appurtenances, including signs, barriers, shanties, and similar items.

—Optional Functions.

Optional Functions.—The following listed activities are examples of optional functions that may be performed by the Supply Section when justified by the scope of the operations. Other types of activity also may be operated when approved by the Chief Engineer.

1. *General Services.*

— —General Services.

(a) The maintenance of a centralized transportation service to provide for the transportation of property (not personnel) to and from operating projects and warehouses.

2. *Direct Services.*

— —Direct Services.

(a) The operation of garages and trades shops for the repair, servicing, and rehabilitation of property.

(b) The operation of direct-service production activities when the expenditure of Federal funds for producing the product has been specifically approved for the using projects.

(c) The maintenance of a limited amount of equipment to be made available to operating projects on a rental basis. Equipment may be rented at the initial expense of the Supply Fund Account and subrented to operating projects (1) when equipment is needed only for short periods on several projects, (2) when the equipment cannot be secured from other sources, (3) when the use of the rented equipment may be economically staggered among several operating projects, or (4) under any other plan approved by the Chief Engineer.

(d) The maintenance of a service for furnishing equipment operators to operating projects.

(e) The maintenance of a Labor Service Unit to furnish laborers to other Supply Section units for work of an urgent nature.

—Limitations on Functions.

Supply Sections shall not perform functions of an administrative nature or functions which are normally performed on operating projects and which, if performed by Supply Sections, would displace certified workers on projects.

Direct-Service Activities

Direct-Service Activities.

A direct-service unit shall be operated when the work or service to be performed is of such volume as to justify direct charges therefor to the individual operating projects benefiting by the service.

—Reimbursement for Direct Service.

Any operating project or other operating unit which avails itself of the facilities offered by a direct-service unit shall reimburse that unit for the total cost of the work performed. Minor differences between the total charges made to projects and other units for direct services, and the actual cost of operating the direct-service unit may be included in the cost of general-service activities as prescribed in chapter 5, volume 4, of the Manual of Rules and Regulations. (See pages 2.10.024-2.10.026 for instructions on the maintenance of cost records for direct service.)

—Operating Regulations.

Regulations relating to the operation of direct-service activities are set forth in the following subsections. The implement-repair-service activity shall be operated in all States where implements are owned by the Supply Fund Inventory Account. The operation, where authorized, of one or more or combinations of the other activities listed shall be determined by actual operating conditions.

—Implement-Repair Service.

Implement-Repair Service.—In all States in which implements are owned by the Supply Fund Inventory Account, operation of an Implement Repair Service Unit shall be a mandatory direct-service activity. It shall be the responsibility of this unit to repair, rehabilitate, and otherwise maintain implements in a usable condition. The cost of the work shall be segregated between "labor" and "other than labor" expense and shall be prorated to operating projects as a separate charge in the same manner as prescribed for prorating the expense of general-service activities (see ch. 5, vol. 4, of the Manual of Rules and Regulations). This is the only direct-service activity which is subject to reimbursement for the expense of work performed by prorated charges to projects served.

— —Report of Survey for Implements.

The Implement Repair Service Unit shall not be interpreted to include the storage issuance and delivery of implements, which is a responsibility of the Storage Unit and is a general-service activity.

When implements owned within the Supply Fund Inventory Account become lost they shall be reported for survey by the unit having custody. Implements which become irreparably unserviceable shall be reported for survey by either the unit having custody or the Supply Section. The value of such implements ordered removed from the inventory as the result of survey action shall be charged to the Implement Repair Service Account.

— —Exchange of Implements.

Implements such as picks, gads, axes, and mattocks owned within the Supply Fund Inventory Account shall not be reported for survey when they become temporarily unserviceable due to damage or dullness but shall be exchanged at a warehouse for a like number of serviceable implements or shall be reconditioned on the operating project.

— —Trade Shops.

When warranted by the scope of the work, trade shops, including carpenter shops, paint shops, and blacksmith shops, individually or as combinations, may be operated as a part of the implement-repair service.

—Equipment Pool.

Equipment Pool.—When a considerable amount of equipment is owned or rented within a State Work Projects Administration, direct-service units shall be operated in the Supply Sections (1) to provide WPA-owned equipment for use on various operating projects, (2) to provide rented equipment to meet intermittent needs of more than one operating project, and (3) to provide, upon assignment

by the Division of Employment, operators for equipment in either of the above cases. These direct-service activities shall be jointly managed in the functional unit known as the "Equipment Pool."

1. *Equipment Owned by the Supply Fund Inventory Account.*—This equipment shall be made available to operating projects at rates determined by the application of a standardized "Rental Rate Structure" prescribed below as a "Standard Formula." It is the "Rental Rate Structure" that is standardized and not necessarily the rental rates. The formula includes factors susceptible to regionalization to conform with localized conditions.

— —Equipment Owned by the Supply Fund Inventory Account.

The "Rental Rate Structure" recognizes all factors contributing to the ownership and maintenance of equipment by the Work Projects Administration. Certain of the factors are variables to be determined and established from local experience. The rental rate structure is related to the "Cost of Ownership." Over the period of useful service life of any individual item of equipment, the Supply Fund Equipment Rental Account will be reimbursed in the amount of the original cost price plus the cost of all repairs, maintenance, and management overhead. There will be no profit. Current balances of undistributed credits in the equipment rental account will approximately equal the cumulative value of the depreciation of the equipment inventory, plus a reasonable amount to provide for emergencies or indeterminable expenses. At the time of quarterly appraisals, the balances in this account will be practically eliminated.

— —Rental Rate Structure.

— — —Cost of Ownership.

The basic Rental Rate Formula is related to normal project working conditions involving 130 hours work per month. Rates for project working conditions involving more than 130 hours work per month are prescribed on page 2.10.0212 and are proportional to the basic rental rate.

— —Basic Rental Rate Formula.

The formula for computing rental rates shall be:

$$R = \frac{V}{L} (D + x + y)$$

In applying the formula:

R = Rental Rate, in dollars per month.

V = Appraised value of the equipment, in dollars as of January 1.

For new equipment "V" shall not exceed the actual cost price to the Work Projects Administration as evidenced by appropriate documents.

For used equipment, "V" shall be determined by applying a depreciating factor to the original (new) cost of the equipment. The depreciating factor shall be the percentage the age of the equipment in years bears to its assigned service life. These latter factors shall be taken from appendix E of this volume.

Although equipment is appraised quarterly as required in Part II of this chapter, the value as of January 1 of each year shall be used in the formula for establishing rental rates. The rates thus established shall maintain for the full calendar year. The values as of January 1 are recorded on *Equipment Inventory Record*, WPA Form 712.

D = Depreciation Factor

The Depreciation Factor recognizes both the assigned service life and the age of the equipment expressed as follows:

$$D = S - \frac{1}{2} A, \text{ where}$$

S = Assigned service life in years (as set forth in appendix E)

A = Age in years as of January 1.

For new equipment, A is Zero.

When the "age" exceeds the assigned service life, the values of "V" and "D" shall assume the equipment to be in its final year of assigned service life. This will avoid recording equipment at nominal values and avoid renting at nominal rates.

L = A constant in the formula, representing a "Month's Use Per Year" factor. This factor shall be assigned the value of 7 when rental charges are to be made on a calendar-month basis, and 7.6 when charges are to be made on a 4-week fiscal period basis.

X = The average annual expense of all repairs, servicing, etc., expressed as a percentage of the capital investment in equipment in any State Administration. This expense shall be determined from Supply Section records of the cost of work produced in garage, shop, and related direct-service activities.

Y = The average annual clerical or supervisory type of overhead expense for dispatching, maintaining records and accounts, and otherwise supervising and managing the equipment, expressed as a percentage of the capital investment in equipment.

The factors "x" and "y" shall be individually identified (and not combined) in the formula. This will permit separate analysis of the cost of maintenance and the cost of administering and equipment inventory.

When the age of an item of equipment equals the assigned service life, the monthly rental rate shall thereafter be the same as if the equipment is in its last year of assigned service life, as long as the equipment remains in WPA services. This should offset increased maintenance costs which normally result from operating superannuated equipment.

— —Application of Rental Rate.

Rental rates shall be charged on a calendar-month or 4-week fiscal period basis and shall be charged for the full time equipment is in custody of projects, whether the equipment is operated or not. When the rental is charged on a 4-week fiscal period basis, "L" in the formula should be adjusted accordingly. Where custody is fractional in any month or 4-week fiscal period, the rental shall be prorated in accordance with the number of days the equipment is in project custody divided by 30 if charges are made on a monthly basis, or by 28 if on a 4-week fiscal period basis. No charge shall be prorated for less than one-half day.

— — —Determination of Rental Period.

The number of days equipment is in custody on a rental basis shall be determined from the dispatch dates on *Equipment Dispatch Order*, WPA Forms 740-C, dispatching the equipment to and from a project.

Added July 6, 1942

— —Rental Rate Chart.

A "Monthly Rental Rate Chart" shall be prepared in each State Administration. Following is a specimen chart in which the factors "x" and "y" in the formula have been assigned values of 0.15 and 9.02 respectively. These values have been assigned for illustrative purpose only. As prescribed in the foregoing, these factors shall be evaluated from experience in the State as borne out by actual operating conditions.

MONTHLY RENTAL RATES FOR WPA-OWNED EQUIPMENT (To nearest dollar)

PER

$1,000 VALUE OF EQUIPMENT

Assigned service life (S)	Age to nearest full year (A)										
	New	1	2	3	4	5	6	7	8	9	10
1	167										
2	96	84									
3	71	63	56								
4	60	54	48	42							
5	53	48	43	38	33						
6	48	43	40	36	32	28					
7	45	41	37	34	31	27	24				
8	42	39	36	33	30	27	24	21			
9	40	37	35	32	29	27	24	21	19		
10	39	35	34	31	29	26	24	21	19	17	

$$R = \frac{V}{7}(D + x + y)$$

Where: R = Monthly Rental Rate

V = Current Value

7 = Months Use Per Year

$D = \frac{1}{S-A}$: Where S = Assigned Service Life and A = Age in Years

x = .15, Average Yearly Cost of Maintenance

y = .02, Average Yearly Cost of Supervision (overhead)

As shown on the specimen chart, there is a slight decrease in the rental rate each year. If desirable, a mean rental rate for the assigned service life of the equipment may be adopted as a uniform rental rate, providing that at the end of the assigned service life, the equipment rental account will have been reimbursed only for the cost of ownership without profit.

— — —Approval of Rental Rates.

The rental rates established by application of the formula, and as reflected on the above-specified chart, shall be approved by the central office prior to adoption in State Administrations.

Added July 6, 1942

— —Rental Rates of Projects Scheduled To Work In Excess of 130 Hours Per Month.

The basic rental rate "R" developed by application of the standard formula is related to normal WPA project operations involving 130 hours of work per month. The rental rates to be charged for equipment to be utilized on projects scheduled to work 174 hours per month (160 hours per fiscal period), 208 hours per month (192 hours per fiscal period), and on projects operating on double or triple shifts shall be in accordance with those set forth in the following table.

— — —Table of Rental Rates.

Table of Equipment Rental Rates In Terms of the Basic Rate "R," To Be Charged Projects Scheduled To Operate the Number of Hours per Month Indicated

	130 hrs. per mo. 120 hrs. per fiscal period	174 hrs. per mo. 160 hrs. per fiscal period	208 hrs. per mo. 192 hrs. per fiscal period
Single shift	R	1.2 R	1.3 R
Double shift	1.5 R	1.8 R	2.0 R
Triple shift	2.0 R	2.4 R	2.6 R

— — —Application of Rates for Overtime Work.

The rental rates for equipment to be utilized on projects that occasionally work more than 130 hours per month shall be in accordance with the basic rate "R." No adjustment in the basic rate shall be made unless the project is definitely scheduled to work in excess of 130 hours per month. Occasional excess or "overtime" work by equipment should be compensated for by normal idle time.

— — —Application of Rates for Irregularily Scheduled Hours.

Where scheduled hours of work do not conform with any of the schedules set forth in the above table, the nearest applicable rate in the table shall be utilized. Interpolating the scheduled rates will not be necessary.

— —Adjustments in Base Rental Rate.

At least semiannually and immediately following the reduction of the value of the equipment inventory resulting from appraisal, the State Property Accountant shall inform the State Director of Operations of the status of the equipment rental acccunt (WPA owned).

— — —Analysis of Rental Rate Structure.

An appreciable credit or deficit in this account will indicate needed adjustments in the equipment rental rates. An appreciable credit may indicate that the "Month's Use Per Year" factor "7" in the formula is too low. In this case an analysis shall be made of the rental rate structure in the State Work Projects Administration, and when necessary, recommendations shall be made to the central office for the assignment of a more equitable value of the "Month's Use Per Year" factor in the formula as utilized in the individual State Administration.

— — —Inadequate Rental Rates.

An appreciable deficit in the equipment rental account will indicate inadequate rental rates and shall require an analysis of the rental rate structure. Any condition indicating that the "Month's Use Per Year" factor "7" in the formula is too high shall be carefully investigated for determination of the propriety of owning and operating equipment by a State Work Projects Administration. The necessity for and use of a "Month's Use Per Year" factor of less than "6" shall be referred to the central office for approval.

— — —Corrections in Rental Rates.

Minor credits or deficits in the equipment rental account may indicate needed examination of the cost of operating garages, shops, etc., as reflected in the values assigned to factors "x" and "y" in the formula.

Added July 6, 1942

Appropriate corrections shall be made in the rental rates by adjusting the values assigned to the factors "x" and "y" in the formula, also in the case of excessive maintenance and overhead costs, appropriate corrections shall be made in the operation of shops, garages, and in clerical overhead contributing to such costs.

— — —Recording Status of Undistributed Credits.

The status of undistributed credits accruing from the equipment rental account are recorded monthly on *Supply Fund Report*, WPA Form 724a.

— — —Rental Rates Apply to Bare Equipment.

Rental rates for WPA-owned equipment shall invariably apply to bare equipment and shall not include the cost of equipment operators.

— — —Rental of Automotive Equipment to Administrative Units.

Automotive equipment owned within the Supply Fund Account may be rented to administrative units at the rates prescribed above when such equipment is available.

— —Rental of Minor Items of Equipment.

Minor items of equipment owned within the Supply Fund Account may be rented to operating projects or may be made available thereto in the same manner as implements. Where such equipment is rented, the monthly rental rate to be charged shall be not less than 5 percent nor more than 10 percent of the aggregate value of the minor equipment and appurtenances furnished.

Minor items of equipment made available to projects in the same manner as implements shall include only such items that have common use on a large number of projects. Specialized equipment having utility to relatively few projects, shall be made available on a rental basis.

— — —Cost Records.

Records of the cost to the Supply Section of maintaining, operating, dispatching, and otherwise handling equipment shall be maintained by the person in charge of the Equipment Pool for the purpose of evaluating the factors "x" and "y" in the equipment rental formula, and for keeping the Division of Operations informed as to the economy and advisability of maintaining pertinent services.

— —Separate Cost Records for Major Items of Equipment.

Cost records shall be maintained separately for each major item of equipment and shall disclose the original cost and all costs of maintenance and operation, including an allowance for depreciation.

— — —WPA Form 366.

Operating-Cost Record for WPA-Owned Equipment, WPA Form 366, shall be used to summarize these costs. The form shall show all costs incurred for each major piece of equipment during each semiannual period between appraisals. Modifications may be made in WPA Form 366 upon prior authorization by the Chief Engineer.

— — — —Preparation.

Columnar entries shall be made monthly on WPA Form 366, a separate line being used for each month. Entries shall be made in accordance with the following instructions:

State.—Self-explanatory.

Supply Section.—Identify the Supply Section.

(a) Indicate whether air compressor—105 cubic feet; concrete mixer—10-S; dump truck—1½-ton, etc.

(b) State make of unit, such as Ingersoll-Rand, Koering, Chevrolet.

(c) Give manufacturer's model number.

(d) Give the year of manufacture.

(e) Show the date purchased by or transferred to the State Administration.

Added July 6, 1942

Federal Works Agency
WPA Form 336
Revised 12-15-40

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

State _____
Supply Section _____

OPERATING COST RECORD FOR
WPA-OWNED EQUIPMENT

(a) Type and size _____
(b) Make _____
(c) Model _____
(d) Year _____
(e) Date procured _____
(f) Original cost $ _____
(g) WPA No. _____
(h) Motor No. _____
(i) Serial No. _____
(j) License No. _____
(k) Appraised value as of _____ 19__ $ _____
(l) Estimated value as of _____ 19__ $ _____
(m) Estimated depreciation $ _____
(n) Monthly depreciation $ _____
(o) Rental rate, bare $ _____ per _____
(p) Rental rate, complete $ _____ per _____

1	2	3	4	5		6		7			8	9		10	11	12	13	14	15	16
				Operating expenses																
Month	Depreciation	Overhead		Fuel		Lubrication		Repairs			Tires and tubes	Miscellaneous		Garage exp.	Proj. exp.	Total exp.	Rental credit	Net profit	Operated	Unit cost
				Gal.	Amt.	Lb. Qt.	Amt.	Parts	Labor	Contract		Item	Amt.							
			Garage																	
			Project																	
			Garage																	
			Project																	
			Garage																	
			Project																	
			Garage																	
			Project																	
			Garage																	
			Project																	
			Garage																	
			Project																	
Totals																				

(This form to be mimeographed locally)

(f) Show the cost of acquisition by the State Administration, not necessarily the market price of a new unit.

(g) Give the identification number assigned by the State Administration.

(h) Show the manufacturer's motor number.

(i) Show the manufacturer's serial number.

(j) Give the number of the State license tag or its substitute.

(k) Enter the value of the equipment at the beginning of the operating period as determined by physical appraisal and shown on WPA Form 364 (see pages 2.10.011-2.10.012).

(l) Enter the estimated approximate value at which it is anticipated the equipment will be appraised at the end of the 6-months' operating period.

(m) Enter the difference between (k) and (l). This difference will represent the estimated total depreciation for the operating period.

(n) Show the figure obtained by dividing (m) by the number of months in the operating period (normally 6 months). The quotient represents the monthly depreciation to be entered in column 2.

(o) Show the rental rate fixed by the State schedule for equipment of that type and size, including repairs and maintenance, but not including fuel, lubricants, or operator.

(p) Show the rental rate fixed by the State schedule for equipment of that type and size, including repairs, maintenance, fuel, and lubricants, but not including operator.

Columnar entries are as follows:

Column 1.—Self-explanatory.

Column 2.—Enter the figure shown in (n) of the heading. (If the appraisal at the end of the period shows the depreciation entered during the period to be too high or too

low, the monthly entries shall remain unaltered but a single adjusting entry shall be made with the regular monthly entry for the last month of the operating period. This double entry is provided for by the double space on the sixth line of the form.)

Column 3.—Show the prorated share of the overhead expense of the Equipment Pool, including space rental, salaries, utilities, etc.

Columns 4 Through 9.—Enter on the line designated "Garage" the item actually charged to the equipment, whether furnished from warehouse stock, by commercial vendors, or by projects. Enter on the line designated "Project" the items actually charged to Federal or sponsor's funds of the using project, regardless of their source.

Column 10.—Show the total of all items entered in columns 4 through 9 on the line marked "Garage."

Column 11.—Show the total of all items entered in columns 4 through 9 on the line marked "Project."

Column 12.—Give the total of columns 10 and 11.

Column 13.—Enter the total rentals received from projects or other operating units on both bare and complete bases but not including operators' wages.

Column 14.—Show the profit (or loss, in red) accruing to the Equipment Pool during the period. This figure does not take into consideration the expenses charged against profit funds, but is obtained by subtracting the total garage expenses (column 10) from the rental credits (column 13).

Column 15.—Enter the number of units, such as miles or hours the equipment was operated during the period, exclusive of time consumed for repairs or transportation.

Column 16.—Give the cost per unit of actual operation, which figure is obtained by dividing the total expenses (column 12) by the number of units operated (column 15). This figure includes the expenses charged against project funds as well as those charged against the Supply Fund Account.

A tabulation of the data contained on WPA Forms 366 shall be submitted semiannually to the State Director, Division of Operations.

2. *Equipment Contractually Rented at the Initial Expense of the Equipment Rental Direct-Service Account.*—This equipment shall be subrented to operating projects and direct-service activities of the Supply Section at the rate established in the Treasury Procurement rental contract. Rental rates for trucks in this case shall be established on a time basis and never on an output or other basis. When equipment in this case is transferred between operating projects, the two projects immediately affected shall each bear one-half of the cost of the moving between projects.

— —Equipment Rental Rates, Vendor Owned.

3. *Equipment Operators.*—When furnished as a direct-service activity of a Supply Section, the wages of equipment operators shall be billed to operating projects as separate charges at the rates of pay at which the operators are assigned.

— —Equipment Operators.

Labor Service Unit.—When the wages of laborers furnished to Supply Section units from the Labor Service Unit can be segregated for direct billing purposes, they shall be charged against the appropriate activities at the rates of pay at which the laborers are assigned. The undistributed balance at the end of each month shall be charged against the General-Service Account.

—Labor Service Unit.

Garage.—When necessary, a garage may be operated as a direct-service unit for the servicing, maintaining, and repairing of equipment, including issuing oil, grease, and fuel to individual pieces of equipment owned, rented, or used by the State Work Projects Administration.

—Garage.

Fabrication Activities.—Fabrication units require individual justification and explanation on *Application for State Supply Fund Limitation*, WPA Form 748, and shall not be undertaken until the WPA Form 748 has been approved by the Chief Engineer, Washington, D. C.

—Fabrication Units.

— —Job Appurtenances.

Job appurtenances manufactured or fabricated in direct-service activities shall be treated as hereinafter prescribed.

Job appurtenances of a special nature which were constructed for use on individual projects and do not have general usefulness within the State Administration shall be charged to the receiving unit at the total cost of production, such costs to be segregated as to labor and other-than-labor charges.

Job appurtenances having general usefulness within the State Administration shall be classified, issued, and charged through one of two alternate methods. Small job appurtenances, such as project signs, directional signs, safety signs, barriers, tool boxes, dynamite boxes, and portable privies, shall be classified as "implements." Larger job appurtenances, such as portable foremen's or timekeepers' shanties, portable and/or sectional storage sheds, and warming houses shall be classified as "minor equipment." In either case, through representative cost records maintained by the direct-service unit and/or through review of applicable WPA Forms 359, average unit prices shall be developed for the items produced, segregated as to labor and other-than-labor charges. The charges shall then be distributed and the property taken into the Inventory Account in the manner prescribed in chapter 5, volume 4, of the Manual of Rules and Regulations. After the items have been taken into the Inventory Account, those classified as implements shall be furnished to projects in the same manner as other implements, and those classified as minor equipment shall be made available on a rental or transfer basis.

—Production Activities.

Production Activities.—Production units require individual justification and explanation on *Application for State Supply Fund Limitation*, WPA Form 748, and shall not be undertaken until the WPA Form 748 has been approved by the Chief Engineer.

— —Cost of Property Produced.

The cost of property produced in direct-service production activities, such as stone or concrete aggregate from quarries and premixed paving materials, shall be evaluated by taking into account all labor, materials, and other expenses involved in its production. An average unit price shall be established, segregated as to unit cost of Federal labor, Federal nonlabor, sponsor's labor, and sponsor's nonlabor. When the produced property is delivered to consuming projects, the Federal limitations for the project shall be appropriately charged for the delivered quantity at the Federal unit costs only. The value of the sponsor's unit costs shall be considered as a sponsor's contribution. Appropriate adjustments may be made between the sponsors concerned when products in which one sponsor has an equity are used on a project of another sponsor.

—Cost Records for Direct-Service Activities.

Maintenance of Cost Records of Direct-Service Activities.—Each authorized direct-service unit shall be operated under an account number to be assigned by the Division of Finance. As work is performed in each direct-service unit, the supervisory employee in charge shall keep an accurate record of the cost of all labor and materials consumed in the work in his respective unit under the account number assigned.

— —Responsibilities of Division of Finance.

It shall be the responsibility of the Division of Finance to keep accounting records of the cost of all work performed in direct-service units, and to effect reimbursement to the accounts of the direct-service units by charges to the accounts of the operating units benefiting from the work. Charges and reimbursement shall be in accordance with the value of the labor and materials consumed, as documented on WPA Forms 359.

— —WPA Form 359.
— — —Use.

Shop Job Order and Cost Record, **WPA Form 359,** is provided to establish a record of the work performed and the cost of all labor and materials consumed in all work of an individual job nature. WPA Form 359 shall not be used for work which recurs regularly, the unit costs of which have been established previously.

Shop Job Order and Cost Record, **WPA Form 359,** shall be prepared, used, and disposed of as specifically prescribed in the following instructions.

Federal Works Agency
WPA Form 359
(Revised 12-15-40)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

Job No. _____

SHOP JOB ORDER AND COST RECORD

Description of property _____ Owned by _____

Work to be done _____

Estimated cost _____

Date order issued _____ Work to be completed by _____ (Date)

(Signed) _____ Superintendent.

Recapitulation of job cost

Account No.	Labor	Nonlabor	Total
Totals			

CERTIFICATE OF WORK DONE

I CERTIFY that the work accomplished under this order was done under my supervision, that the property and labor listed on the reverse side were incorporated or expended in the work.

Date work started _____ Date work completed _____

(Signed) _____ Superintendent.

CERTIFICATE OF INSPECTION

I CERTIFY that the complete job described above has been inspected and that it is satisfactory for use.

Date of inspection _____ (Signed) _____ Inspector.

(Front)

RECORD OF MATERIALS AND SUPPLIES CONSUMED

Account No.	Unit of measure	Quantity	Description	Unit value	Total value	Initials of stock clerk and date of issue

RECORD OF LABOR COSTS

Account No.	Date	Hours	Rate of pay	Total	Account No.	Date	Hours	Rate of pay	Total
					Total brought forward				
Total forward									

(This form printed in Washington) (Back)

— — —Preparation. WPA Form 359 shall be assembled in sets of an original and three copies, the third carbon copy being cardboard. Entries in the heading and footing on the face of the form are self-explanatory. The body of the face of the form is for recapitulation of the job costs itemized on the reverse side.

— — —Working Distribution. The form shall be originated and signed by the Supply Supervisor of the pertinent Supply Section. The cardboard copy shall be sent to the job foreman, who will place it in a suitable holder. This cardboard copy shall accompany the job throughout the period of manufacture or repair. The second carbon copy shall be dispatched to the Superintendent of Storage or appropriate stock clerk and the original and first carbon copy shall be placed in a pending file by the Superintendent of Direct Services.

— — —Record of Labor and Materials. As the job progresses through the shops, pertinent shop foremen shall maintain records on the reverse side of the cardboard copy of the WPA Form 359 for all labor and materials consumed in the work. When materials are needed, the pertinent shop foreman shall present the cardboard copy to the Superintendent of Storage or his designated stock clerk, who shall issue the property and shall enter the items on the cardboard copy as well as on the duplicate copy in his files.

As labor is performed in each separate direct-service unit, the foreman shall enter the record thereof, not failing to include in the column headed "Account No." the number of the account under which his respective shop or activity operates.

— — —Recapitulation of Costs. When the work is completed, the Superintendent of Direct Services shall summarize the cost of labor and materials consumed in the recapitulation space on the face of the form. He shall call for the copy of the job order held by the Superintendent of Storage and shall check and reconcile the property shown thereon as "issued" with the items shown as "consumed" on the cardboard copy. Summarized entries shall be made on the original copy in his pending file and on the cardboard copy.

— — —Disposition of Completed Form. He shall sign the "Certificate of Work Done" and shall cause the property to be inspected. He shall promptly dispatch the completed original and first carbon copy of the WPA Form 359 to the Property Accounting Unit for accounting and billing purposes. (The first carbon copy shall be dispatched to the Treasury State Accounts Office by the Property Accountant and documented on Standard Form 1017-G at the regular time of billing.)

General-Service Activities

General-service activities of Supply Sections shall be operated in accordance with the instructions hereinafter prescribed. The cost of operating such activities shall be segregated as to labor and other-than-labor costs and prorated to operating projects in the manner prescribed in chapter 5, volume 4, of the Manual of Rules and Regulations. General-Service Activities.

Control Unit.—The Control Unit shall be responsible for the following functions: —Control Unit.

1. The requisitioning of personnel required for the operating activities of the Supply Section (see pages 2.10.030-2.10.031). Salaries of personnel shall be charged to the activities to which they are assigned.
2. Arranging for transportation to facilitate the delivery of property between warehouses and operating projects.
3. The acquisition, in accordance with established procedures, of all space, utilities, and related items necessary for Supply Section operations.
4. Under the direction of the State Supply Manager, determining the property to be stocked in warehouses and the replenishment thereof.
5. Providing competent material and equipment inspectors whose services shall be available to all operating units as may be necessary to insure that property and services received conform to specifications of procurement contracts.
6. When authorized on WPA Form 748, and when necessitated by the limited nature of the activities desired or the limited facilities of Supply Sections, certain activities described on pages 2.10.020-2.10.026 as "direct service activities," may be made the responsibility of the Control Unit, and the cost of the work done, prorated as "general service." (Implement-repair service and production and fabrication activities shall invariably be "direct service.")
7. The preparation of all Treasury Forms A-6 for operating projects (unless exception from this requirement is specifically approved by the Chief Engineer, Washington, D. C.), and the preparation of *Transfer Voucher*, **WPA Forms 740**, and *Property Transfer Order and Receipt*, **WPA Forms 740a** (see pages 2.10.061-2.10.064). Special instructions on the preparation of this function are contained in the following paragraph.

Functions incidental to processing request, requisition, and transfer forms in Supply Sections comprise joint responsibilities of the Control Unit and the Accounting Unit. Personnel of these units shall be adjacently located so as to afford an uninterrupted flow of paper work in a logical sequence. — —Request and Transfer Forms.

All *Request for Property or Services*, **WPA Forms 358**, shall be routed to the Supply Section after they have been approved administratively as to the propriety of the items requested (see page 2.9.013). — —Action To Be Taken on Receipt of WPA Form 358.

On receipt of administratively approved WPA Forms 358, the Control Unit shall be responsible for the following functions, which shall be performed essentially in the order listed:

1. Items requested on WPA Forms 358 shall be checked against available warehouse and surplus stocks, and indication shall be made in column 9 as to whether delivery shall be made by transfer documented on WPA Form 740 or by purchase utilizing Treasury Form A-6. Items available in warehouses or as surplus shall be transferred to the requesting unit and shall not be purchased. — — —Checking Against Warehouse Stocks.

———Pricing.

2. The items shall be priced in columns 6 and 8. Prices of items available by transfer shall be the same as those shown on the records of inventory maintained by the Property Accountant.

———Checking for Available Limitations.

3. The WPA Forms 358 shall be checked against and/or posted to records maintained by the Property Accountant for the determination of whether the property or services may be acquired without exceeding the requesting project's limitation for nonlabor items. WPA Forms 358 for items to be acquired at the expense of the Supply Fund Account shall be posted to *Warehouse Ledger*, WPA Form 704b. When nonlabor expenditure control is maintained in Supply Sections, WPA Forms 358 for items to be acquired at the expense of operating projects, whether by transfer or purchase, shall be checked against and posted to *Project Nonlabor Control*, WPA Form 769, or other form of nonlabor control prescribed by the Regional Director.

———Advising Approving Official When Limitations Are Insufficient.

4. When the unencumbered balance in the requesting unit's nonlabor funds is less than the value of the items requested on WPA Form 358, the only responsibility of the Control Unit shall be to return the form with the necessary information to the administrative official who approved the request as to propriety. Only the approving official shall have the responsibility for correcting the matter.

———Preparation of Forms 740 or A-6.

5. When the available limitation is satisfactory, the Control Unit shall prepare WPA Form 740, and WPA Form 740a where necessary, and/or *Requisition for Purchase*, Treasury Form A-6, to accomplish the delivery or acquisition of the items requested. A carbon copy of the WPA Form 358 shall be returned to the requesting unit with indication in column 9 as to the source of delivery; i.e., by transfer or purchase.

Detailed instructions on the preparation and disposition of request, transfer, and requisition forms are provided as follows:

Request for Property or Services, WPA Form 358, pages 2.9.011-2.9.013.

Transfer Voucher, WPA Form 740, and *Property Transfer Order and Receipt*, WPA Form 740a, pages 2.10.061-2.10.065.

Requisition for Purchase, Treasury Form A-6, pages 2.9.015-2.9.019.

—Storage Unit.

Storage Unit.—A Storage Unit shall be established within each Supply Section to operate all necessary warehouses and subwarehouses. Warehouses shall be identified by numbers assigned by the State Supply Manager. When necessary, subwarehouses, in charge of an employee whose title shall be "Storekeeper," may be operated under a storage warehouse to maintain limited stocks of implements and other supplies, and to render limited services to equipment owned by the Supply Fund Inventory Account.

——Functions.

The only functions of a Storage Unit shall be (1) to store and protect in an orderly manner all property owned within the Supply Fund Inventory Account or in the custody of the Storage Unit; (2) to issue and deliver property from storage upon presentation of approved requests or orders; and (3) to maintain all local stockrooms necessary in connection with direct-service activities such as garages and trade shops.

——Stockrooms.

When it is necessary to maintain a stockroom in a direct-service activity, such stockroom shall be in charge of a representative of the Superintendent of Storage and shall be operated as a part of the Storage Unit. The property shall remain owned by the Supply Fund Inventory Account and shall not be transferred to the service activity until issued for consumption upon presentation of a request approved by the respective shop foreman or other supervising

employee authorized to withdraw property from stock. However, the salaries of the stock clerks or other employees in the stockroom shall be charged against the direct-service activity for which the stockroom is maintained.

— —Use of Word "Warehouse."

The terms "warehouse" and "subwarehouse" shall apply only to places for the storage of property in custody of a Storage Unit as described above.

—Property Accounting Units.

Property Accounting Unit.—Within each State Supply Section there shall be operated a Property Accounting Unit. This unit shall perform all functions related to supply fund accounting, the maintenance of the records of inventory, and timekeeping for the Supply Section, including the following:

— —Functions.

1. The maintenance of local *Warehouse Ledger*, WPA Form 704b, and *Warehouse Inventory Ledger*, WPA Form 704c.

— — —Maintenance of Accounting Forms.

2. The maintenance of Standard WPA inventory record forms for property in custody, and files of all documents of acquisition and disposal, to which shall be posted or checked all project reports of inventory on WPA Forms 720 and 721.

— — —Maintenance of Records of Inventory.

3. The reconciliation of reports of inventory and checking of the property responsibilities in warehouses, in subwarehouses, in administrative units, and on projects, including the taking of check inventories at places of custody.

— — —Reconciliation of Inventory.

4. Maintain a record of unencumbered allotment balances and record of unencumbered work project nonlabor limitations (WPA Form 707 or equivalent) in States not having a Procurement Office of the Treasury Department.

— — —Unencumbered Allotments Balances and Limitations.

Detailed instructions on the maintenance of the forms mentioned above and the duties of the Property Accounting Unit are set forth in chapters 3 and 5, volume 4, of the Manual.

— —Location of Personnel.

The personnel of the Property Accounting Unit shall be located within the offices of the State Supply Section in such a manner that the appropriate activities, including records and forms, shall be maintained adjacent to certain personnel of the Control Unit. Arrangements shall be such as to preclude delay or inconvenience in processing, checking, or recording necessary documents. As an example, the records of inventory for warehouse property shall be maintained adjacent to personnel in the Control Unit who have the responsibility of determining the availability of property in warehouse stocks when project requests are being acted upon.

Revised Sept. 8, 1942

Supply Section Personnel

Supply Section Personnel. —Titles. The functional titles of all officials and other Supply Section employees prescribed herein are mandatory and no other functional titles shall be used. However, in the case of limited Supply Section operations, one official may perform the duties of two or more of the positions indicated.

—Classifications. There are four classifications of Supply Section personnel; namely, (1) project wage employees, (2) project supervisory employees, (3) appointive employees, and (4) special nonsupervisory employees.

— —Project Wage Employees. To the fullest extent possible, Supply Section personnel shall be certified project wage employees paid in accordance with the schedule of monthly earnings. When it is desired to employ a project wage employee in the Supply Section, the appropriate Field Supply Supervisor shall execute WPA Form 401 which shall be submitted to the Division of Employment in accordance with prescribed procedure.

— —Project Supervisory Employees. In order that the Supply Section may be operated efficiently, a project supervisory employee may be employed to supervise such work. Supervisory titles and salaries established for general use on projects[1] may be used for such personnel. When it is desired to employ a project supervisory employee in the Supply Section, the appropriate Field Supply Supervisor shall execute WPA Form 401 which shall be submitted to the Division of Employment in accordance with prescribed procedure.

— —Appointive Employees. When it is necessary for the efficient operation of the Supply Section, appointive personnel may be employed with the following functional titles:

Accountant
Assistant Field Supply Supervisor
Assistant State Property Accountant
Assistant State Supply Manager
Assistant Superintendent of Storage
Bookkeeper
Calculating Machine Operator
Chief Specification Writer
Chief Timekeeper
Cost Clerk
Equipment Dispatcher
Equipment Inspector
Equipment Supervisor
Field Property Accountant
Field Supply Supervisor
Inventory Checker
Inventory Clerk
Material Inspector
Requisition Clerk
Specification Writer
State Property Accountant
State Supply Manager
Stenographer
Superintendent of Direct Services
Superintendent of Storage
Typist

[1] See appendix A, item 10-1.

When it is desired to employ appointive personnel in the Division of Operations, the State Supply Manager shall submit an appropriate memorandum to the State Director of Operations requesting that action be taken to have the desired personnel appointed. When it is desired to employ the personnel in the Division of Finance, the State Property Accountant shall submit a memorandum to the State Director of Finance. Copies of such memoranda shall be forwarded to the Division of Employment for informational purposes. All appointments shall be made in accordance with the provisions of chapter 5, volume 1, of the Manual of Rules and Regulations, and all regulations governing appointive personnel as provided in chapter 5, volume 1, of the Manual of Rules and Regulations shall apply to appointive personnel employed by the Supply Section.

———Appointment.

The titles listed below are authorized for use in the Supply Section for the employment of special nonsupervisory employees where it is impracticable to use project wage employees because of the limitations on hours of work and monthly earnings, subject to the prior approval of the Assistant Commissioner in charge of the Division of Employment as prescribed elsewhere.[2]

——Special Nonsupervisory Employees.

———Titles.

Deliveryman
Storekeeper
Operator of Heavy Equipment:
  Bituminous-Distributor Operator
  Bulldozer Operator
  Carryall-Scraper Operator
  Crane Operator
  Crusher Operator
  Elevating-Grader Operator
  Motor-Patrol Operator
  Paving-Machine Operator
  Power-Shovel Operator
  Roller Operator
  Skiploader Operator
  Ditching-Machine Operator

The special nonsupervisory titles listed above are considered the maximum which will be necessary for Supply Section operations. Although this does not preclude the consideration of requests for the establishment of other special nonsupervisory titles, such requests must be submitted with complete justification in accordance with provisions set forth elsewhere.[3]

———Use.

Persons may be employed at such special nonsupervisory titles to operate heavy construction equipment owned by the Supply Fund Account when it is impossible to obtain project wage employees with the requisite skills to operate such equipment with a reasonable degree of efficiency. The hours of work and monthly earnings for such employees are not subject to the limitations set forth elsewhere.[4] When the conditions described above are existent and it is necessary to employ an operator of heavy equipment as a special nonsupervisory employee, the Field Supply Supervisor shall submit a request through the State Supply Manager to the State Director, Division of Employment, for authority to establish the classification. The request shall contain information regarding the type and capacity of equipment to be operated, the number of operators, the hours of work, and the proposed monthly earnings based on wages customarily

[2]See appendix A, item 10-2.
[3]See appendix A, item 10-1.
[4]See appendix A, item 10-3.

paid for work of a similar nature in the same locality, together with a justification for the monthly earning schedule proposed. Operators of trucks and operators of tractors without attachments or accessories shall not be considered as operators of heavy equipment.

— — — —Storekeeper. The classification of storekeeper shall be used only when the assignee is the principal employee in charge of a subwarehouse or other storage place for property owned by the Supply Fund Account. Employees in this classification shall not be employed in any warehouse or storage place in which the employee in charge is an appointive employee.

— — — —Deliveryman. The title "Deliveryman" shall be used only when the assignee is responsible for the delivery of property in custody of the Supply Section under a time schedule which extends beyond the limitations applicable to project wage employees assigned as Drivers or Truck Drivers, and when the assignee is required to execute property-transfer documents, other records, and reports. Particular attention shall be paid to qualifications for this task. Except for these differences, the typical tasks of a Deliveryman are the same as those of a Driver or Truck Driver.

When it is desired to employ a special nonsupervisory employee in the Field Supply Section, the appropriate Supply Supervisor shall execute WPA Form 401 which shall be submitted to the Division of Employment in accordance with prescribed procedure.

Use and Preparation of APPLICATION FOR STATE SUPPLY FUND LIMITATION, WPA Form 748

WPA Form 748. —Use.

State Work Projects Administrations shall use *Application for State Supply Fund Limitation*, WPA Form 748, to make application to the central office to establish, increase, decrease, or eliminate Supply Section activities.

—Submission to Regional Office.

The application shall be submitted in triplicate to the Regional Director for approval, together with full explanation and justification of the proposed activities. Regional approval shall be contingent upon determination that the location of contemplated Supply Sections, the activities described, and the location of warehouses and subwarehouses included in the application represent the best interests of the Administration in every respect. Upon approval of the application, the Regional Director shall transmit the original and one copy to the Chief Engineer, Washington, D. C., who will notify the State Administrator of the final action taken.

—Approval.

Approval and establishment of Supply Fund limitations as the result of WPA Form 748 shall not constitute approval for the purchase of any property whatsoever. Such approval shall be secured in accordance with procedure established therefor.

—Establishment of State Supply Section.

Establishment of the Supply Section organizations, both as to functional operations and personnel classifications involved, shall be exactly as approved by the Chief Engineer on WPA Form 748. Any basic change desired or necessary subsequently, such as increasing or decreasing the number of supply branches and/or individual activities therein, shall not be effected until a supplemental WPA Form 748 incorporating such changes has been submitted through the regional office to and approved by the Chief Engineer.

Transfers of limitation may be made between identical accounts of Field Supply Sections upon authorization by the State Administrator, provided that such transfers do not affect the totals approved for the State as a whole and that complete information regarding each transfer is forwarded promptly to the Chief Engineer, Washington, D. C.

—Use of WPA Form 764.

Upon notification of approval of a supply fund limitation for the State, *Project Description Card*, WPA Form 764, shall be executed for each Supply Section authorized to be established.

—Preparation.

Application for State Supply Fund Limitation, WPA Form 748, shall be prepared under the direction of the State Administrator in an original and three copies. WPA Form 748 will not be printed but shall be typed by State Administrations as prescribed in the facsimile provided herein. No other arrangement shall be used.

Separate numbered sheets are provided to disclose the following indicated information:

Sheet 1.—Summarized information as to total limitations required for the State and the names of executive and supervisory personnel.

Sheet 2.—Recapitulation of limitations required by all activities in the Supply Section as detailed on subsequent sheets.

Sheet 3.—Detail of limitation required for purchase and transfer of materials and supplies.

Sheet 4.—Detail of limitation required for purchase and transfer of equipment.

Sheet 5.—Detail of limitation required for purchase and transfer of implements.

Sheet 6.—Summary of general-service activities.

Sheet 6a.—Detail of general-service expense of State Executive Staff.

Sheet 6b.—Detail of general-service activities of State-wide and Field Supply Sections. (These sheets are to be prepared for each Section to be established.)

Sheet 7.—Summary of direct-service activities.

Sheet 7a.—Detail of direct-service activities of State-wide and Field Supply Sections.

Detailed instructions on the preparation of the various sheets are set forth below.

Federal Works Agency
WPA Form 748
(Revised 12-15-40)
Sheet 1

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

APPLICATION FOR STATE SUPPLY FUND LIMITATION

State _____ Date _____

	Total supply fund limitation	Total cash limitation
Present limitation	$	$
Changes requested by this application	$	$
Revised limitations	$	$

Approved _____ (Date) _____ (State Administrator)

Approved _____ (Date) _____ (For the regional office)

ORGANIZATION OF THE SUPPLY SECTION

State Executive Staff

State Supply Manager _____ (Name)

State Property Accountant _____ (Name)

Office address of the above _____ (Number) _____ (Street) _____ (City)

State-wide or Field Supply Sections

Name of City _____ Supply Section office address _____ (Number) _____ (Street)

Field Supply Supervisor _____ (Name)

Field Supply Accountant _____ (Name)

Warehouse No. _____ Location _____ (Number) _____ (Street) _____ (City)

Superintendent of Storage _____ (Name)

Subwarehouse No. _____ Location _____ (Number) _____ (Street) _____ (City)

Storekeeper _____ (Name)

List all other Field Supply Sections, giving the complete information as above.

All changes in number or location of Supply Sections, warehouses, subwarehouses, and supervising officials included on this page shall be reported promptly to the Chief Engineer, Washington, D. C.

(This form to be typed locally)

— —Sheet 1.

Sheet 1.—In the spaces provided under the headings "Total supply fund limitation" and "Total cash limitation," enter (1) current limitations, (2) the increase or decrease resulting from changes as reflected on the several sheets of the present application, and (3) the limitations required to operate in accordance with the proposed plan of operation.

Space is provided for the approving signatures of the State Administrator and the Regional Director. Action will not be taken in the central office on any WPA Form 748 not bearing the designated signatures.

In the spaces below the signatures give the names and office addresses of the officials indicated. Under the caption "State-wide and Field Supply Sections" give the office address

of each, and the name of the official in charge of (1) the Field Supply Section, (2) the Property Accounting Unit, (3) warehouses, and (4) subwarehouses. The information required shall be furnished for each Supply Section, prepared in the same order shown. Additional sheets, numbered 1a, 1b, 1c, etc., shall be executed if they are required to complete this information. It is important that any subsequent changes in the number or location of Supply Sections, warehouses, subwarehouses, and/or supervising officials included on this sheet be reported promptly to the Chief Engineer, Washington, D. C.

WPA Form 748
Sheet 2

RECAPITULATION

	Account No.	Description	State Executive Staff	State-wide and Field Supply Sections				Total
				No. 1	No. 2	No. 3	No. 4	
1.	13-4411	Materials and supplies	XXXX					
2.	13-4412	Equipment	XXXX					
3.	13-4413	Implements	XXXX					
4.		Total inventory (items 1+2+3)	XXXX					
5.	13-4454	Donated property	XXXX					
6.		Cash requirements for inventory (item 4 minus item 5)	XXXX					
7.	33-4440	General service						
8.	33-4415 through 4439	Direct service	XXXX					
9.		Total cash limitation (items 6+7+8)						
10.		Total fund limitation (items 5+9)						

(This form to be typed locally)

Sheet 2, Recapitulation.—Recapitulate from sheets 3 through 7 the total limitations required to operate the items and services indicated in each Supply Section. —Sheet 2.

Item 5 on sheet 2 shall include items C and D of sheet 3, items C and D of sheet 4, and items C and D of sheet 5.

The "Total cash limitation" and "Total supply fund limitation" shall agree with similar amounts shown on sheet 1.

WPA Form 748
Sheet 3

MATERIALS AND SUPPLIES

	Description	State-wide and Field Supply Sections				Total
		No. 1	No. 2	No. 3	No. 4	
A.	Stocks to be purchased from current appropriation:					
	1. Expendable property (except textiles)					
	2. Office supplies					
	3. First-aid and safety supplies					
	4. Textiles and findings					
	5. Replacement parts and shop supplies					
	6. Other					
	7. Other					
	Total purchases					
	Add 50 percent for time lag					
	Total—item A					
B.	Materials and supplies to be transferred from projects with credit					
C.	Donated property as of first of current fiscal year					
D.	Donated property to be acquired during current fiscal year					
E.	Total limitation for materials and supplies (enter these totals in item 1 on sheet 2)					

(This form to be typed locally)

Sheet 3, Materials and Supplies.—Identify each Supply Section by name or number in the heading of the applicable column. —Sheet 3.

Enter under item A, in the appropriate columns, the maximum amounts of funds to be expended monthly for purchasing warehouse stocks of expendable property, plus 50 percent for the time lag in securing reimbursement to the Supply Fund Account.

Enter as item B the amounts needed to permit an exchange of funds to operating units in those cases where it is necessary to reimburse the units for expendable property taken in from them. Since property no longer needed on operating units will normally be transferred to the Supply Fund Account as donated property, item B generally should be a nominal amount.

Item C shall show the value of donated expendable property owned by the Supply Fund Account as of the first of the current fiscal year, and item D shall show the value of such property which has been and/or will be taken into the Supply Fund Account during the year.

The total limitations shown in item E shall agree with item 1 on page 2.

WPA Form 748
Sheet 4

EQUIPMENT

	Description	State-wide and Field Supply Sections				Total
		No. 1	No. 2	No. 3	No. 4	
A.	Equipment to be purchased from outside sources with funds of the current appropriation:					
	1. Construction equipment					
	(a) Major					
	(b) Minor					
	2. Other-than-construction equipment					
	(a) Automotive equipment					
	(b) Shop equipment					
	(c) Industrial equipment					
	(d) Scientific and engineering devices					
	(e) Furniture and office equipment					
	(f) Camp equipment					
	(g) Accessories					
	Total—item A					
B.	Equipment to be transferred from projects with credit					
C.	Donated property as of first of current fiscal year					
D.	Donated property to be acquired during current fiscal year					
E.	Total limitation for equipment (enter these totals in item 2 on sheet 2)					

(This form to be typed locally)

—Sheet 4.

Sheet 4, Equipment.—Identify each Supply Section by name or number in the heading of the applicable column.

Show in item A the amounts of funds to be expended from the current appropriation in purchasing construction and other-than-construction equipment under the Supply Fund Account.

Enter as item B the amount needed to reimburse projects in those cases where equipment is transferred to the Supply Fund Account with exchange of funds.

Item C shall show the value of donated equipment owned by the Supply Fund Account as of the first of the current fiscal year, and item D shall show the value of such property which has been and/or will be taken in during the year.

Item E shall agree with item 2 on sheet 2.

WPA Form 748
Sheet 5

IMPLEMENTS

	Description	State-wide and Field Supply Sections				Total
		No. 1	No. 2	No. 3	No. 4	
A.	Implements to be purchased from outside sources with funds of the current appropriation:					
	1. Hand tools and devices					
	2. Office furnishings					
	3. Other					
B.	Implements to be transferred from projects with credit					
C.	Donated property as of first of current fiscal year					
D.	Donated property to be acquired during current fiscal year					
E.	Total limitations for implements (enter these totals in item 3 on sheet 2)					

(This form to be typed locally)

Sheet 5, Implements.—Identify each Supply Section by name or number in the heading of the applicable column. — —Sheet 5.

Show in item A the amounts of funds to be expended from the current appropriation in purchasing implements under the Supply Fund Account.

Enter as item B the amount needed to reimburse projects in those cases where implements are transferred to the Supply Fund Account with exchange of funds.

Item C shall show the value of donated implements owned by the Supply Fund Account as of the first of the current fiscal year, and item D shall show the value of such property which has been and/or will be taken in during the year.

Item E shall agree with item 3 on sheet 2.

WPA Form 748
Sheet 6

SUMMARY OF GENERAL-SERVICE ACTIVITIES

	Description	State Executive Staff	State-wide and Field Supply Sections				Total
			No. 1	No. 2	No. 3	No. 4	
A.	Control Unit—personnel expense						
B.	Storage Unit—personnel expense	XXXX					
C.	Property Accounting Unit—personnel expense						
D.	Other expenses						
E.	Total monthly expenses						
F.	Add 50 percent for time lag						
D.	Total general-service limitation (enter these totals in item 7 on sheet 2)						
N.	Estimated project employment quota, maximum	XXXX					
I.	Estimated project employment quota, minimum	XXXX					
J.	Estimated weighted employment, maximum	XXXX					
K.	Estimated weighted employment, minimum	XXXX					
L.	Estimated general-service rate, minimum (for maximum weighted project employment)	XXXX					
M.	Estimated general-service rate, maximum (for minimum weighted project employment)	XXXX					

(This form to be typed locally)

Sheet 6, Summary of General-Service Activities.—Identify each Supply Section by name or number in the heading of the applicable column. — —Sheet 6.

In the column headed "State Executive Staff," enter as item A the total monthly salaries of the State Supply Manager and his immediate staff, enter as item C the salaries of the State Property Accountant and his immediate staff, and enter as item D the impersonal expense incurred by both groups. These entries shall agree with the totals of items A, B, and C, respectively, on sheet 6a.

In the columns for the State-wide and Field Supply Sections, summarize in items A through E the monthly expenses shown in the corresponding items of the supporting sheets giving the details of general-service activities of the local sections.

Insert in item F an amount equal to 50 percent of item E.

Item G is the sum of items E and F and represents the maximum amount of limitation that may be encumbered in the operation of general-service activities.

Items H and I shall show, by Supply Section areas, the maximum and minimum project employment quotas anticipated during the current fiscal year.

Items J and K shall show the estimated weighted maximum and minimum project employment to be used as the basis of general-service charges.

Items L and M shall indicate the range of anticipated general-service charges to operating projects. Item L, which is based on maximum weighted employment, is obtained by dividing item E by item J. Item M, which is based on minimum weighted employment, is obtained by dividing item E by item K.

WPA Form 748
Sheet 6a

GENERAL-SERVICE ACTIVITIES—ESTIMATED MONTHLY EXPENSES—STATE EXECUTIVE STAFF

A. Control Unit—personnel expense

Title	Classification	Number of employees	Salary rate	Total salaries
State Supply Manager			$	$
Assistant State Supply Manager				
Clerk				
Stenographer				
Typist				
Total payrolls (enter on sheet 6, item A, in appropriate column)				$

B. Property Accounting Unit—personnel expense

Title	Classification	Number of employees	Salary rate	Total salaries
State Property Accountant			$	$
Assistant State Property Accountant				
Clerk				
Stenographer				
Typist				
Total payrolls (enter on sheet 6, item C, in appropriate column)				$

C. Other expenses

1. Rental of space		$
2. Utilities (heat, light, telephone, etc)		
3. Rental of office equipment		
4. Office supplies		
5. Travel—total		
a. Control Unit	$	
b. Property Accounting Unit	$	
6. Other		
Total other expenses (enter on sheet 6, item D, in appropriate column)		$
Total monthly general-service expenses		$

Key to employee classification:

A—Appointive
S—Project supervisory
C—Project wage
SNS—Special nonsupervisory

(This form to be typed locally)

— —Sheet 6a.

Sheet 6a, Detail of Expense of State Executive Staff.—The information provided on this sheet shall show the total personal and impersonal expense of the Executive Staff in charge of supply activities.

Items A and B shall include only the State Supply Manager, the State Property Accountant, and their immediate staffs. Other employees performing work of a general or State-wide nature shall be placed in the appropriate unit of an individual Supply Section. For example, Specification Writers and Equipment Inspectors performing work for the entire State should be placed in the Control Unit of the State-wide Supply Section.

The classification key shall indicate whether the employee is a project wage, project supervisory, special nonsupervisory, or appointive employee. The number of employees shown in the third column multiplied by the monthly salary rate will give the total salary expense shown in the last column.

Item D shall show the portion of impersonal expenses borne by the Executive Staff.

WPA Form 748
Sheet 6b

GENERAL-SERVICE ACTIVITIES—ESTIMATED MONTHLY EXPENSES—STATE-WIDE OR FIELD SUPPLY SECTION

A. Control Unit—personnel expense

Title	Classification	Number of employees	Salary rate	Total salaries
Field Supply Supervisor			$	$
Assistant Field Supply Supervisor				
Superintendent of Direct Services				
Equipment Supervisor				
Equipment Dispatcher				
Chief Specification Writer				
Specification Writer				
Equipment Inspector				
Material Inspector				
Requisition Clerk				
Material Clerk				
Cost Clerk				
Clerk				
Stenographer				
Typist				
Total payrolls (enter on sheet 6, item A, in appropriate column)				$

B. Storage Unit—personnel expense

Title	Classification	Number of employees	Salary rate	Total salaries
Superintendent of Storage			$	$
Assistant Superintendent of Storage				
Storekeeper				
Deliveryman				
Stock Clerk				
Stenographer				
Typist				
Laborer				
Total payrolls (enter on sheet 6, item B, in appropriate column)				$

C. Accounting Unit—personnel expense

Title	Classification	Number of employees	Salary rate	Total salaries
Field Property Accountant			$	$
Assistant Field Property Accountant				
Accountant				
Inventory Checker				
Inventory Clerk				
Clerk				
Stenographer				
Typist				
Calculating Machine Operator				
Total payrolls (enter on sheet 6, item C, in appropriate column)				$

D. Other expenses

1. Rental of space		$
2. Utilities (heat, light, telephone, etc)		
3. Rental of office equipment		
4. Rental of equipment for property transportation		
5. Other transportation expenses		
6. Office supplies		
7. Travel—total		
(a) Control Unit	$	
(b) Storage Unit	$	
(c) Accounting Unit	$	
8. Other		
Total other expenses (enter on page 6, item D, in appropriate column)		$
Total monthly general-service expenses		$

Key to employee classification:

A—Appointive
S—Project supervisory
C—Project wage
SNS—Special nonsupervisory

(This form to be typed locally)

Sheet 6b, Detail of General-Service Activities of State-wide and Field Supply Sections.— A separate sheet shall be prepared for each Supply Section proposed, and the section shall be identified by name or number in the heading of the appropriate sheet. State-wide Supply Sections shall be so designated. — —Sheet 6b.

Enter in items A, B, and C of each sheet complete information regarding the personnel to be employed in the respective units. The titles listed on the sample form are the ones most generally required, and no others shall be added unless adequate justification therefor is provided. The classification key shall indicate whether the employee is a project wage, project supervisory, special nonsupervisory, or appointive employee. The number of employees shown in the third column multiplied by the monthly salary rate will give the total salary expense shown in the last column.

Item D shall include all other expenses to be incurred by the particular Supply Section in the operation of general-service activities.

WPA Form 748
Sheet 7

SUMMARY OF DIRECT-SERVICE ACTIVITIES

	Account No.	Description	State-wide and Field Supply Sections				Total
			No. 1	No. 2	No. 3	No. 4	
A.	23-4415	Equipment rental (from contractors)----------					
B.	23-4417	Labor Service Unit----------					
C.	23-4418	Equipment operators----------					
D.	23-4419	Implement service----------					
E.	23-4420	Garage----------					
F. through W.	23-4421 through 23-4439	Fabrication and production----------					
X.		Total monthly expenses----------					
Y.		Add 50 percent for time lag----------					
Z.		Total direct-service limitation (enter these totals in item 8 on sheet 2)----------					

(This form to be typed locally)

—Sheet 7. *Sheet 7, Summary of Direct-Service Activities.*—Identify each Supply Section by name or number in the heading of the applicable column.

In the columns for the State-wide and Field Supply Sections, summarize in items A through X the monthly expenses detailed in the corresponding items on sheet 7a.

Insert as item Y an amount equal to 50 percent of item X, to provide for delay in securing reimbursement from operating units.

Item Z is the sum of items X and Y and represents the maximum amount of limitation that may be encumbered in the operation of direct-service activities.

—Sheet 7a. *Sheet 7a, Detail of Direct-Service Activities of State-wide and Field Supply Sections.*—A separate sheet shall be prepared for each Supply Section proposed, and the section shall be identified by name or number in the heading of the appropriate sheet. State-wide Supply Sections shall be so designated.

Item A shall show the estimated monthly rental expense of equipment, whether it is to be rented from the Supply Fund Inventory Account or from contractors, and the amount of limitation required for this purpose.

Item B shall indicate the number and monthly wage rate of all laborers to be employed in the Labor Service Unit and the amount of limitation needed for this purpose. All such employees shall be project wage employees.

Item C shall indicate the classification, number, and monthly wage rate of all equipment operators to be employed under the Supply Fund Account and the amount of limitation required to cover the activity. The classification column shall show the descriptive title of each employee and whether he is a project wage, project supervisory, or special nonsupervisory employee.

Items D through W shall provide complete information regarding any other direct-service activities that may be proposed. As prescribed by the footnote, supplementary sheets shall be attached in order to describe the kind and amount of work to be performed in each activity and the estimated unit costs of the work.

WPA Form 748
Sheet 7a

DIRECT-SERVICE ACTIVITIES—STATE-WIDE OR FIELD SUPPLY SECTION

A. Equipment rental (from contractors or the Supply Fund Inventory Account)

	Type of equipment	Amount
(a)		$
(b)		
(c)		
(d)		

Total equipment rental (enter on sheet 7, item A, in appropriate column) $

B. Labor Service Unit

	Classification	Number of employees	Wage rate	Amount
(a)			$	$
(b)				
(c)				
(d)				

Total wages of laborers (enter on sheet 7, item B, in appropriate column) $

C. Equipment operators

	Classification	Number of employees	Wage rate	Amount
(a)			$	$
(b)				
(c)				
(d)				

Total wages of equipment operators (enter on sheet 7, item C, in appropriate column) $

D. Implement repair service*

	Amount
1. Rental of equipment	$
2. Material and supplies	
3. Payroll	
4. Estimated monthly loss of implements through survey procedure	
5. Overhead	
6. Other	

Total implement service expenses (enter on sheet 7, item D, in appropriate column) $

	Title	Number of employees	Salary rate	Total salaries
(a)			$	$
(b)				
(c)				

Total payroll (enter on line 3 above) $

E. Garage*

	Item	Amount
1.	Rental of equipment	$
2.	Material and supplies	
3.	Replacement parts	
4.	Payroll	
5.	Overhead	
6.	Other	

Total garage expenses (enter on sheet 7, item E, in appropriate column) $

	Title	Number of employees	Salary rate	Total salaries
(a)			$	$
(b)				
(c)				

Total payroll (enter on line 4 above) $

F through W. Fabrication or production (separate for each activity)*

	Item	Amount
1.	Rental of equipment	$
2.	Raw material	
3.	Supplies	
4.	Payroll	
5.	Overhead	
6.	Other	

Total fabrication or production expense (enter on sheet 7, items F through W, in appropriate column) $

	Title	Number of employees	Salary rate	Total salaries
(a)			$	$
(b)				
(c)				

Total payroll (enter on line 4 above) $

*Attach brief description of each implement repair service, garage, fabrication, and production activity, showing the kind and amount of work to be performed and the estimated unit costs in labor and nonlabor.

(This form to be typed locally)

PART IV. INSPECTION AND TESTING OF PROPERTY FOR ACCEPTANCE

Inspection of Property Prior to Acceptance.

All property shall be inspected prior to acceptance by the Work Projects Administration, and all property failing to meet prescribed specifications shall be rejected. Formal reports on prescribed forms shall be made of all property inspected and received or rejected.

—Definition of "Inspection."

The term "inspection" as herein used signifies the procedure (1) of determining by visual examination the number of items or the amount of property received, and (2) of exercising personal judgment as to the type and quality of the property. All property purchased with funds of the Work Projects Administration shall be inspected by competent Government personnel prior to acceptance or rejection, and the results of the inspection shall be formally reported in accordance with instructions hereinafter set forth.

—Definition of "Test."

The term "test" as herein used signifies the procedure of determining the physical or chemical characteristics of property through the use of some kind of testing apparatus. The testing of property is a procedure for providing evidence to be used in determining the acceptability of the property and does not obviate the necessity for an exercise of personal judgment. Favorable test reports do not in themselves make it mandatory upon the Government to accept the property.

—Testing by State Administration.

The State Administration shall not perform any testing service which may be secured expeditiously and economically from a reputable laboratory. Where tests cannot be secured in this manner, the State Administration may establish testing services limited to the performance of tests which may be carried out readily in the field. The establishment of centralized laboratories for performing such service is not permissible except upon specific prior approval by the Chief Engineer.

The scope and nature of the inspection and tests that shall be afforded all property proposed for delivery to and/or use by the Work Projects Administration are prescribed in the following sections.

Establishment of Property Inspection Unit

Establishment of Inspection Unit.

It shall be the responsibility of the State Work Projects Administrator to establish an inspection unit, consisting of qualified individuals, to coordinate all inspection activities within the State Administration, to establish contact with responsible testing laboratories, and to formulate suitable local inspection practices. The inspection unit shall advise project personnel as to inspection methods and shall direct the inspection work required to be performed by project employees.

—Inspection Unit To Be Established in Supply Section.

Inspection services which are applicable to all operating projects shall be organized as an activity of the Control Unit of the Supply Section. Normally, the initial expense of the activity shall be a part of the "general service" paid from the Supply Fund Account. However, when inspection services of a peculiar or excessive nature are furnished to operating projects by the Supply Section, the cost of such services shall be accurately determined and charged directly to the projects involved.

—Extensive Laboratory Facilities Prohibited.

Extensive laboratory facilities shall not be established. However, minor equipment may be acquired for performing tests in the field.

Inspection of Purchased or Rented Property

Inspection of Purchased or Rented Property.

All property purchased or rented shall be inspected to the extent necessary to insure that the property received conforms to the specifications of the procurement contract.

—Report Prepared Upon Delivery.

Receiving and inspection reports shall not be prepared until the property purchased or rented has been actually delivered. Vendors shall not be permitted to hold property in their own warehouse and issue warehouse receipts or bonds guaranteeing future delivery. Such action does not constitute delivery within the purview of section 3648, Revised Statutes.

—Tests by Laboratories.

In cases where the facilities of the State Work Projects Administration are not adequate for proper testing of certain types of property, provision shall be made on *Requisition for Purchase*, Treasury Form A-6, for the tests to be performed by qualified testing laboratories, either public or commercial, or arrangements may be made to have the property tested by other Federal agencies (see page 2.10.047). Reports of such tests may constitute evidence on which the Government inspections are based, but the tests shall not be construed as final inspections to preclude the usual inspections by Government personnel.

Purchase requisitions for property requiring tests to be made by a public or commercial agency shall state clearly whether the State Work Projects Administration or the vendor is to arrange for and pay the cost of the tests. Commercial laboratories shall be construed to include those maintained by trade associations for improving trade practices. Public laboratories equipped for testing materials are maintained by many States and local governmental units. Certificates of inspection from laboratories maintained by manufacturers or dealers may be accepted only when the inspection is performed under Government supervision or when the acceptance of such a certificate is specifically authorized by the Chief Engineer, Washington, D. C.

—Report Required on Rejection.

When property is rejected, a clear and complete report as to the reason for the rejection shall be submitted to the appropriate office of the Treasury Procurement Division. Property which does not meet specifications shall not be accepted into the custody of the State Work Projects Administration. In cases where the property has passed out of the control of the vendor before inspection, as when property is delivered by a common carrier, the property, if rejected, shall be marked or tagged to show rejection and shall be segregated from accepted property. Upon receipt of the rejection report, the Treasury Procurement Division will advise the vendor that the rejected property is being held subject to his instructions. The State Work Projects Administration shall care for such property pending receipt of the vendor's instructions. If rejected property is not removed by the vendor within a reasonable time after due notification, it shall be returned to the vendor at his expense in whatever manner the Treasury Procurement Division considers most advisable. Property taken into custody prior to inspection and thereafter rejected shall not be delivered to the vendor or his representative except upon the presentation of an itemized receipt signed by the vendor or his duly authorized representative, which receipt shall include a statement that the property was rejected, with the reason for rejection and citation of the purchase order.

— —Return of Rejected Property to Vendors, etc.

Inspection of Property Received From Sources Other Than Purchase or Rental

Inspection of Property Received From Sources Other Than Purchase or Rental.

Upon the initial acquisition of Federal surplus property secured through the Treasury Procurement Division, the property shall be inspected to the extent necessary to determine that the quantity received agrees with the shipping record. Any discrepancies shall be noted on the receiving report.

—Transfer From Projects.

Property secured by transfer from other WPA projects shall be inspected as to quantity and suitability for the use intended. Any discrepancies between the quantities reported on the shipping order and the quantities actually received shall be noted on the receiving report.

—Contributed by Sponsor.

In the case of property contributed by project sponsors, the State Work Projects Administration is not obligated to furnish inspection service except as to the quantity delivered. However, should the quality of the property be questioned, the sponsor may be requested to furnish suitable evidence of satisfactory quality. Equipment furnished by sponsors shall be subjected to the same tests as to safety as equipment from other sources. However, property purchased from sponsors' funds deposited in the United States Treasury shall be subject to the same inspection as property purchased from Federal funds.

Property Exempt From Rigid Inspection Prior to Acceptance

Property Exempt From Rigid Inspection.

Various materials are inspected under the supervision of trade associations or other organizations, such as the Underwriters' Laboratory, and are labeled or grade-marked prior to shipment. The labels or grade-marks affixed to such materials may be accepted as suitable evidence of the quality of the materials. Examples of such materials are electrical products bearing the underwriters' label, and lumber bearing the grade-mark of the appropriate lumber manufacturers' association.

—Procedure When Found Defective.

When property of this nature has been formally accepted and it is later discovered that certain items are defective or do not meet specifications or other terms of purchase contracts, the defective property shall be set aside, and a special report shall be made to the State Procurement Office of the Treasury Department, giving the full circumstances and requesting replacement with acceptable property or credit for original value, as appropriate. This same procedure shall be followed in any case where property has been formally accepted and is subsequently determined to have been defective when delivered. Property that becomes defective through fault or neglect of the Work Projects Administration or that is determined to be defective subsequent to delivery, through no fault or negligence of the vendor or other delivery agency, and which cannot be restored to usable condition at economical cost, shall be reported for survey. (See pages 2.10.085-2.10.086 for instructions on the survey procedure.)

Use of Federal Facilities for Inspection and Testing of Property

Use of Federal Facilities for Testing Property.

Inspection facilities for the testing of property are maintained by the following listed Federal agencies and in certain cases are available to State Work Projects Administrations. Use of these facilities must be prearranged by State Administrators through correspondence with the appropriate agency. In some cases, as correspondence will disclose, charges for testing services will be made to the requesting agency at cost or at specified rates.

Federal agency	*Address correspondence to—*
Bureau of Mines, Department of the Interior (Inspection of coal)	Director of Mines Department of the Interior Washington, D. C.
Bureau of Engineering Department of the Navy	Inspector of Naval Materials (Nearest Naval District Office)
Corps of Engineers Department of War	District Engineer (Nearest Engineer Corps Office)
Bureau of Standards Department of Commerce	Director, Bureau of Standards Washington, D. C.

Tests Furnished by Vendor

Tests of Property by Vendors. —Certificates Required.

The practice of having vendors furnish tests of materials shall be permitted only when the procedure for inspection and delivery will insure receipt of the material actually tested. Vendors shall be required to obtain tests from agencies acceptable to the State Work Projects Administration and to furnish certificates from such agencies showing the results of the tests. This procedure shall not relieve the State Administration of the responsibility for inspecting the property upon delivery.

—Samples for Testing and Inspection.

Samples used for laboratory tests to be furnished by vendors shall be taken either from delivered materials or from materials so consigned as to preclude substitution. In each instance, the vendor shall be advised with respect to the procedure of taking samples and the number of tests to be made or the frequency of the tests. When the samples represent a significant item of cost, the specifications should state definitely whether the Work Projects Administration or the vendor is to bear the cost of material destroyed in the performance of the tests. Care shall be exercised to avoid duplicate or unnecessary testing.

—Chemical Tests.

Chemical tests, such as those required for bitumen, paint, and varnish, shall be furnished by the vendor only where specific containers delivered or assigned to the project may be sampled. Certificates based on the contents of containers shipped to other projects or to other purchasers shall not be accepted.

—Tests for Strength of Materials.

Tests for strength, such as those used for brick and tile, may in some instances be obtained advantageously through the vendor, but in others should be obtained directly from a public or commercial laboratory. The determination may depend upon whether the low bidder is equipped to perform the test under Government supervision or whether it will be necessary to send samples to a commercial laboratory. If it is desired to have an option in this matter, the charge for testing should be segregated in the appropriate *Requisition for Purchase*, Treasury Form A-6.

Losses of Discount Through Delay in Inspection or Submission of Reports

Losses of Discounts Through Delayed Inspection.

In order to avoid loss of discounts, it is important that the inspection of purchased property and the submission of receiving and inspection reports be accomplished with dispatch.

—Full Information to Treasury Procurement Division.

When for any reason the receiving and inspection report, either upon acceptance or rejection, is not issued promptly after the receipt of the property, a complete statement of the facts shall be included in the receiving and inspection report. Where additional information is necessary to enable the Treasury Procurement Division to fix the responsibility for loss of discount resulting from delay in making payment to the vendor for accepted property, the State Work Projects Administrator, upon request, shall supply the information promptly.

—WPA Employees Liable for Lost Discounts.

Loss of discount which is determined to have been caused by negligence or avoidable delay on the part of a WPA employee will be charged to such employee if the item is disallowed in the accounts of the Treasury Disbursing Clerk by the General Accounting Office.

—Reports of Property Delivered Prior to Receipt of Purchase Specifications.

In the event property is received before the designated receiving officer has been supplied with a copy of the purchase specifications, such receiving officer shall promptly notify the Control Unit of the appropriate Supply Section that the property has been received. The Control Unit shall, in turn, promptly notify the appropriate office of the Treasury Procurement Division. Such notification shall acknowledge receipt of the property only. No certification shall be made as to quality until the purchase specifications are available to the inspection officer.

PART V. REPORTING THE ACQUISITION OF PROPERTY

Receipts for Property.

All property taken into custody by State Work Projects Administrations, regardless of source, shall be immediately acknowledged and receipted for on prescribed forms. All services received shall be acknowledged and documented in like manner. Receipts shall establish and relieve personal responsibility, as appropriate.

Receipts for Property and Acknowledgement of Services Rendered

—Receipt Forms.

The following forms are provided to document the receipt of property and services.

1. *Receipt for Property and Services,* **WPA Form 741,** as prescribed on pages 2.10.052-2.10.054.
2. *Property Transfer Order and Receipt,* **WPA Form 740a,** as prescribed on pages 2.10.061-2.10.065.
3. *Stock Issuance Slip,* **WPA Form 740b,** as prescribed on page 2.10.068.
4. *Equipment Dispatch Order,* **WPA Form 740c,** as prescribed on pages 2.10.066-2.10.067.
5. *Shop Job Order and Cost Record,* **WPA Form 359,** as prescribed on pages 2.10.025-2.10.026.
6. *Receiving and Inspection Report,* **Treasury Form A-8,** as prescribed on pages 2.10.056-2.10.057.

—Receipt Shall Be Dispatched Promptly.

Receipts for property shall be executed and dispatched not later than the same day on which the property is received. When partial deliveries are made continuously on the same day, receipts may be executed for the gross transaction in one day.

—Lost Discounts Chargeable to WPA Employees.

When property is received from vendors as the result of a *Purchase Order,* **Treasury Form A-7,** and when the vendor indicates a discount for payment within a stipulated time, receipt forms shall be executed and dispatched immediately upon acceptance of the property. The value of any discount lost as a result of negligence or avoidable delay by individuals responsible for executing and dispatching receipt forms will be charged to such negligent individuals.

—Responsibility of Individuals Signing Receipts.

Individuals authorized to sign receipt forms shall accept full responsibility, financially and otherwise, for the correctness of entries made on such forms. Supervisory officials shall be responsible for ascertaining that all individuals authorized to sign receipts are fully cognizant of their liabilities and responsibilities in this regard.

Receipt forms shall be used and prepared according to the instructions specified in the following sections.

Use and Preparation of RECEIPT FOR PROPERTY OR SERVICES, WPA Form 741

Receipt for Property or Services, WPA Form 741.

Receipt for Property or Services, WPA Form 741, shall be used by individuals authorized to take property into responsible custody and to acknowledge the receipt of property or services delivered from all sources, except in the case of transfers of property or services of the Work Projects Administration. Receipt in this latter case is acknowledged on *Property Transfer Order and Receipt*, WPA Form 740a, as prescribed on pages 2.10.061-2.10.065.

—Use.

The principle uses of *Receipt for Property or Services*, WPA Form 741, are enumerated in the following cases:

— —Property Purchased.

Case 1.—WPA Form 741 shall be used to acknowledge the receipt, inspection, and acceptance or rejection within the Work Projects Administration of property and services acquired as the result of purchase or rental contract made by the Treasury Procurement Division and taken into responsible custody of the Work Projects Administration. When appropriate, WPA Form 741 shall be the supporting document for the preparation in the Supply Section of *Receiving and Inspection Report*, Treasury Form A-8 (see pages 2.10.056-2.10.057).

— —Property Donated by Sponsors.

Case 2.—WPA Form 741 shall be used to acknowledge the receipt of property accepted into custody of the Work Projects Administration from project sponsors. Conversely, WPA Form 741 shall be used to document project sponsors' property correctly returned to the sponsor and signed for by an authorized sponsor's representative. In this case the WPA Form 741 shall contain or have attached the conditions and agreement under which the property is accepted by the Work Projects Administration and the conditions pertinent to the return of any of the property.

— —Property Loaned to WPA.

Case 3.—WPA Form 741 shall be used to acknowledge receipt of property loaned or donated to the Work Projects Administration; also the receipt by the owner of rented or loaned property returned. In this case the WPA Form 741 shall contain or have attached the conditions and agreements under which the property is accepted as a loan or donation and any conditions pertinent to the return of loaned property.

— —Property Found on Hand.

Case 4.—WPA Form 741 shall be used to document all property "found on hand" from indeterminate origin or source.

— —"Donated Property Received."

Case 5.—WPA Form 741 shall be used to document all property taken into account by the Work Projects Administration as "donated property received" (used exclusively by Supply Sections for this purpose).

— —Property Manufactured on Projects.

Case 6.—WPA Form 741 shall be used to document individual items of property manufactured on projects for the exclusive use of the Work Projects Administration when such items are not subject to documentation on *Production and Distribution Report*, WPA Form 743 (see pages 2.10.078-2.10.079).

— —Property Salvaged.

Case 7.—WPA Form 741 shall be used to document all property returned to stock as the result of salvage or rehabilitation following survey action.

— —Surplus Property Assigned.

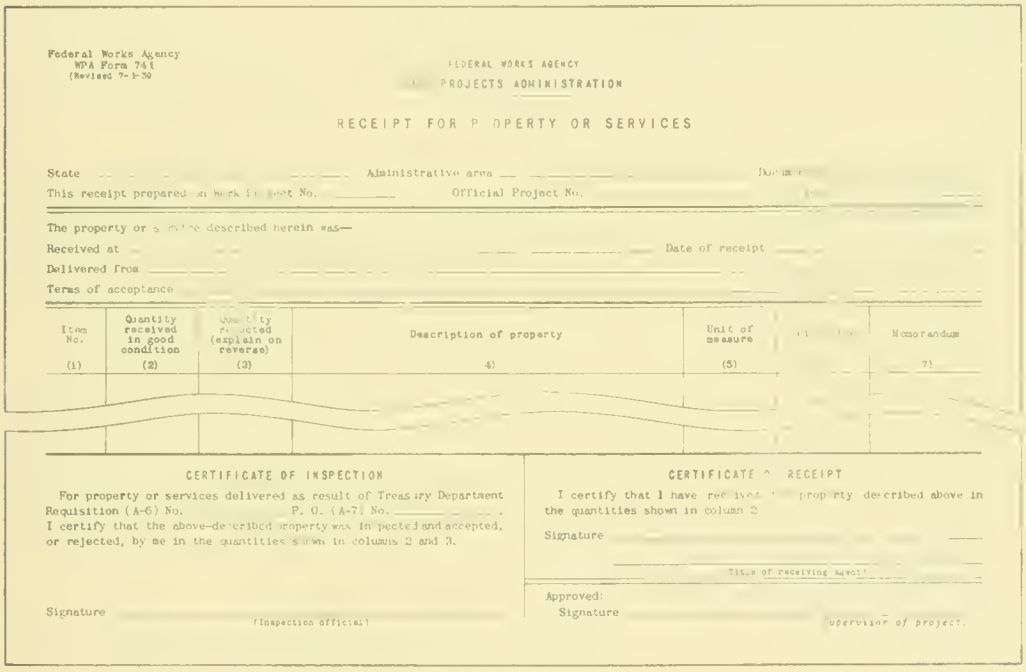
Case 8.—WPA Form 741 shall be used to acknowledge the receipt of property assigned to the Work Projects Administration by the Treasury Procurement Division from surplus stocks of other Federal agencies, documented on letter of advice from the Treasury Procurement Division.

Conversely, WPA Form 741 shall be used to document the release of surplus property to other Federal agencies as the result of assignment by letter of advice or other notice by the Treasury Procurement Division.

Case 9.—WPA Form 741 shall be used in any case where a simple receipt is required in order to document the acceptance and/or release of property in and/or out of responsible custody when no other form or procedure is provided therefor. —Simple Receipt.

Preparation and Distribution of WPA Form 741.—This form shall be prepared by the authorized individual who accepts property into custody or who releases property from custody. The number of copies will depend upon the particular purpose for which the form is used and shall be prescribed in local regulations to meet the demands of the necessary distribution. Individuals whose responsibilities are affected as the result of WPA Form 741 shall be provided with one copy. —Distribution.

The original WPA Form 741, reporting the receipt of property or services acquired as the result of purchase on contract made by the Treasury Procurement Division (Case 1, above), shall be dispatched to the Control Unit of the Supply Section to support the preparation of *Receiving and Inspection Report*, Treasury Form A-8. In all other cases the original WPA Form 741 shall be dispatched at once to the Property Accounting Unit of the Supply Section for inventory record and other accounting purposes.



Federal Works Agency
WPA Form 741
(Revised 7-1-39)

FEDERAL WORKS AGENCY
PROJECTS ADMINISTRATION

RECEIPT FOR PROPERTY OR SERVICES

State — Administrative area — Document

This receipt prepared on work project No. — Official Project No.

The property or services described herein was—

Received at — Date of receipt

Delivered from

Terms of acceptance

Item No.	Quantity received in good condition	Quantity rejected (explain on reverse)	Description of property	Unit of measure	Unit price	Memorandum
(1)	(2)	(3)	(4)	(5)		(7)

CERTIFICATE OF INSPECTION

For property or services delivered as result of Treasury Department Requisition (A-6) No. P. O. (A-7) No. . I certify that the above-described property was inspected and accepted, or rejected, by me in the quantities shown in columns 2 and 3.

Signature
(Inspection official)

CERTIFICATE OF RECEIPT

I certify that I have received the property described above in the quantities shown in column 2.

Signature

Title of receiving agent

Approved:
Signature
(Supervisor of project.)

(This form printed in Washington)

Receipt for Property or Services, WPA Form 741, shall be prepared as follows: —Preparation.

The originator shall enter the name of the State Administration and administrative area and assign the form a serial document number. He shall insert the official project and work project numbers on which the property or service was received and the date the WPA Form 741 was executed (this date may be subsequent to the date of acceptance of item recorded).

Following the words "Received at," the location address, or other information clearly and completely identifying the place of delivery, shall be inserted. The date the property was received shall be entered.

Following the words "Delivered from," the name of the agency or individual from whom the items recorded were acquired, clearly and completely identifying such releasing agency or individual, shall be inserted.

Following the words "Terms of acceptance," the type of transaction involved shall be accurately identified. The following are examples of entries that shall be made in this space to identify the transactions previously identified as "Cases."

Case 1.—"Purchased (or rented) from vendor." Indicate whether "Partial" or "Complete" or "Final" delivery is made.

Case 2.—(a) "Accepted from project sponsor"; (b) "loaned by project sponsor, subject to return" (in this case the form shall contain the agreement of acceptance); or, conversely, (c) "return of loaned property to project sponsor."

Case 3.—(a) "Donated to WPA by (name individual or agency other than sponsor)"; (b) "loaned to WPA by (name individual or agency other than sponsor), subject to return" (in this case the form shall contain the agreement of the loan); or, conversely, (c) "return of loaned property to (name individual or agency other than sponsor)."

Case 4.—"Found on hand and not otherwise accounted for."

Case 5.—"Donated property received."

Case 6.—"Manufactured on this project."

Case 7.—"Returned to stock following salvage."

Case 8.—"Surplus property assigned to____by Treasury Procurement Division on transfer authorization, dated____."

Case 9.—Include information clearly and completely identifying the transaction recorded.

Entries in the columns of the body of the form shall be made as follows:

— —Columnar.

Column 1.—Each entry made shall be numerically itemized. When reporting property received from vendor as the result of a *Purchase Order*, Treasury Form A-7, the itemization shall be the same as shown on the Treasury Form A-7. These may or may not be in numerical order.

Column 2.—Enter the numerical quantity of the units of the property (or measure of service) that is received in good condition following inspection. The quantity entered in this section is the quantity for which the signer of the form assumes responsibility.

Column 3.—Enter the numerical quantity of the units of the property (or measure of service) that is rejected for cause following inspection. All rejections recorded in this column shall be described in detail on the reverse of the form.

Column 4.—The property shall be described completely and carefully. It is important that descriptions of property shall be complete and in accordance with nomenclatures generally used in the maintenance of records, in order to leave no doubt as to what has been accepted.

Column 5.—Enter the unit of measure of the property or services described. It is important that standard units of measure be used.

Columns 6 and 7.—These spaces are reserved for use within the Control Unit of the Supply Section, and no entries shall be made herein by the originator of the WPA Form 741.

— —Certificate of Inspection.

The Certificate of Inspection shall be executed when property listed on the form is delivered as the result of a *Purchase Order*, Treasury Form A-7, or other form of Treasury contract. The purchase order number and the number of the related *Requisition for Purchase*, Treasury Form A-6, shall be entered in the spaces provided. The certificate shall be signed by the individual authorized to inspect property for acceptance by the Work Projects Administration.

— —Certificate of Receipt.

The Certificate of Receipt shall be executed by the authorized individual who received the property into his responsible custody. This certificate is related to the quantity of property as distinguished from the quality of property. When the same individual is authorized to inspect property for acceptance as well as to receive property into custody, he shall execute both certificates in the footing of WPA Form 741.

—Approval.

The completed WPA Form 741 shall be approved, in the space provided, by the supervisory employee in charge of the project or unit thereof on which the property was received. Approval in this space shall be with respect to the propriety of the whole transaction as recorded on the line "Terms of acceptance." No responsibility shall be attached to the supervisor signing in this space for the correctness of the Certificates of Inspection and Receipt unless this official is authorized to perform these functions. In this latter case he shall execute and sign the certificate or certificates appropriate to his authorizations, in addition to his approval of the transaction.

Inspection and Acceptance or Rejection of Property Purchased by the Treasury Procurement Division, Washington, D. C.

Inspection and Acceptance or Rejection of Treasury Procurement Division Purchases.

Special instructions on reporting the inspection and acceptance or rejection of property purchased by the Treasury Procurement Division, Washington, D. C., are set forth in the following subsections.

—Textiles.

Textiles.—State Work Projects Administrations will be advised of the terms of the purchase contract by means of *Contract Award Sheet*, **Treasury Procurement Division Form P-38.** The consignee will be notified of shipments in transit by means of *Government Inspector's Report*, **QMC Form 430**, in triplicate.

— —Action When Shipment Is Correct.

On receipt of the shipment, the consignee shall immediately check the textiles against the QMC Form 430. If the packages are not broken and if the number of packages corresponds with the number specified on the QMC Form 430, the consignee shall execute *Receipt for Property or Services*, **WPA Form 741.** He shall sign two copies of the QMC Form 430 and attach them to the WPA Form 741 transmitted to the Control Unit of the Supply Section. The original and one copy of WPA Form 741 shall be forwarded promptly to the Property Accountant.

The Control Unit shall immediately transmit the signed QMC Forms 430 to the Emergency Relief Branch, Procurement Division, Treasury Department, Washington, D. C., to the attention of the Textile Section. Prompt mailing is mandatory to avoid loss of discounts. Treasury Forms A-8 shall not be executed in State Administrations.

— —Action When Shipment Is Incorrect.

In case the textiles do not meet the specifications or the packages are broken or differ in number from the information in the QMC Form 430, complete notation of the deficiency shall be made on the *Receipt for Property or Services*, **WPA Form 741**, and on the *Government Inspector's Report*, **QMC Form 430**, which, after being signed, shall be disposed of as provided above.

—Other Than Textiles.

Property Other Than Textiles.—When property other than textiles is purchased by the Treasury Procurement Division, Washington, D. C., the purchase order will be issued in Washington and dispatched to the State Procurement Officer, who in turn will provide the consignee with a copy. On receipt and inspection of the shipment, the consignee shall execute and dispatch *Receipt for Property or Services*, **WPA Form 741**, in accordance with the instructions for that form. The Control Unit shall prepare and dispatch *Receiving and Inspection Report*, **Treasury Form A-8**, in the regular manner. (See pages 2.10.056-2.10.057.)

—Action in Case Property Is Received Prior to Purchase Order.

In cases where property purchased by the Treasury Procurement Division is received prior to receipt of the purchase order, acknowledgement by letter shall be made at once to the State Procurement Officer. The letter shall contain advice of the receipt of the property only and shall state that the purchase order has not been received. On receipt of the purchase order, the customary procedure prescribed above shall be followed.

Preparation and Disposition of RECEIVING AND INSPECTION REPORT, Treasury Form A-8

Receiving and Inspection Report, Treasury Form A-8.

—Where Prepared.

It shall be the responsibility of the Control Unit of the Supply Section to execute all *Receiving and Inspection Report*, **Treasury Forms A-8**, unless specific prior approval of the Chief Engineer has been received to permit preparation elsewhere. Treasury Forms A-8 shall be prepared promptly upon receipt of appropriate *Receipt for Property or Services*, **WPA Forms 741**, from individuals authorized to receive property.

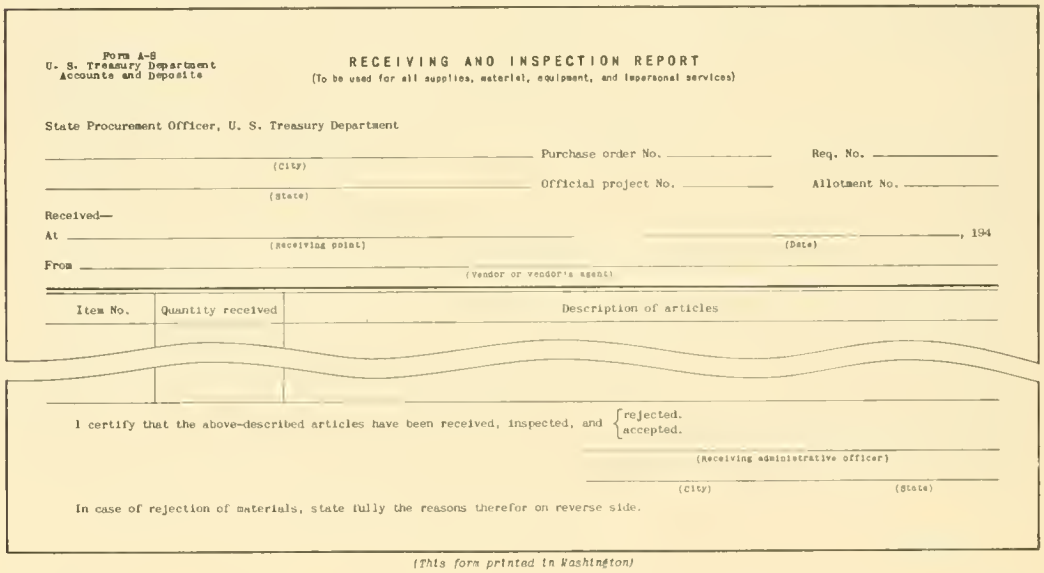
—Use.

Receiving and Inspection Report, **Treasury Form A-8**, shall be used to report to the Treasury Procurement Office the receipt, inspection, and acceptance or rejection by the Work Projects Administration of all property or services acquired as the result of purchase or contract by the Treasury Department.

—Preparation.

In the preparation of Treasury Form A-8, the address of the local Procurement Officer, the purchase order number, the requisition number, the official project number, and the allotment (work project) number shall be entered in the spaces provided in the heading of the form. In the case of purchases made by the Treasury Procurement Division, Washington, D. C., the form shall be clearly marked "Washington purchase."

The receiving point, the date of receipt, and the name of vendor or vendor's agent shall be entered in the spaces provided. The quantity and description of the property actually received shall be shown in the body of the report. In cases where the purchase contract definitely specifies a trade name or brand of property which the vendor has agreed to furnish, the trade name or brand actually received shall be stated in the report. The item numbers entered in the column provided shall correspond to the item numbers shown on the appropriate *Purchase Order*, **Treasury Form A-7.**



Form A-8
U. S. Treasury Department
Accounts and Deposits

RECEIVING AND INSPECTION REPORT
(To be used for all supplies, material, equipment, and impersonal services)

State Procurement Officer, U. S. Treasury Department

_____ (City) Purchase order No. _____ Req. No. _____

_____ (State) Official project No. _____ Allotment No. _____

Received—

At _____ (Receiving point) _____ (Date), 194

From _____ (Vendor or vendor's agent)

Item No.	Quantity received	Description of articles

I certify that the above-described articles have been received, inspected, and {rejected. / accepted.

_____ (Receiving administrative officer)

_____ (City) (State)

In case of rejection of materials, state fully the reasons therefor on reverse side.

(This form printed in Washington)

— —Rejection of Property.

In the event of rejection of the property, a clear and complete statement as to the reason therefor shall be entered on the reverse side of the form. In cases of special emergency when material needed for immediate use is accepted despite minor defects, a complete statement as to the discrepancies between the property received and the property specified and the reasons for acceptance of the property delivered shall be included in the report. In such cases the

Treasury Procurement Division will establish a fair value for the inferior property delivered, and this value will be taken into consideration in evaluating the WPA property.

— —Daily Partial Deliveries.

When more than one delivery is made under a purchase contract, the quantity received and accepted each day, or during such other periodic interval as may be agreed upon with the Treasury Procurement Office, shall be reported on separate Treasury Forms A-8. Reports of partial deliveries shall indicate that subsequent deliveries are expected, and the final report upon completion of delivery shall bear the words "Delivery completed," with the additional statement as to the total number of reports, including the final, prepared on Treasury Forms A-8 under the appropriate purchase contract.

— —Forms A-8 Shall Not Be Evaluated.

A description of the project to be charged is not required on Treasury Form A-8, and the items listed shall not be evaluated.

—Delayed Reports To Be Fully Explained.

When, for any reason, the report is not issued promptly after receipt of the property, a complete statement of the facts shall be included in the report. When additional information is necessary to enable the Procurement Officer to fix responsibility for any loss of discount, the information available shall be promptly supplied upon request. Loss of discount which is determined to have been caused by negligence or avoidable delay on the part of a WPA employee will be charged to such employee if the item is disallowed in the accounts of the Treasury Disbursing Clerk by the General Accounting Office.

—Reporting Deliveries Made Prior to Receipt of Purchase Order.

In cases where property is received prior to the receipt of a copy of the Treasury purchase contract, as in the case of local emergency purchases and certain Washington purchases, a letter shall be promptly prepared acknowledging receipt of the property only and sent to the Procurement Officer. Upon receipt of a copy of the *Purchase Order*, Treasury Form A-7, the normal procedure shall be followed.

—Distribution.

Receiving and Inspection Report, Treasury Form A-8, shall be prepared in an original and three carbon copies, signed by an authorized certifying officer, and routed as follows: (1) the original shall be promptly dispatched to the Treasury Procurement Office; (2) one carbon copy shall be retained in the Control Unit of the Supply Section; (3) one carbon copy shall be routed to the State Division of Finance; and (4) one carbon copy shall be routed to the local or State Property Accountant, as appropriate.

Transfers of Property Owned by or in Custody of a State Work Projects Administration

Transfers of Property.

In the operation of the Work Projects Administration it sometimes becomes necessary to transfer property from one custody to another. Transfers may involve several types of transactions, usually coming within the description of one of the following cases.

—Involving Change in Ownership.

Case 1.—Movement of property involving change in ownership, such as the transfer of expendable or nonexpendable property between a warehouse and an operating project or between projects.

—Involving Rental.

Case 2.—Movement of equipment owned by or contractually rented at the original expense of the Supply Fund Account and made available to a project on a rental or subrental basis.

—Intrawarehouse and Intrashop.

Case 3.—Intrawarehouse or intrashop movement of property involving change in ownership, such as the withdrawal of property from a stockroom for consumption or incorporation in work being processed in a shop or for other activity of the Supply Section. Change of ownership in this case involves a charge at the actual value of the property to the activity receiving the benefit of the work being done and a credit to the Supply Fund Inventory Account.

—Involving Change of Location Only.

Case 4.—Movement of property involving a change in location only and not involving a change in ownership; such as—

— —Implements.

(a) Transfer of implements owned within the Supply Fund Inventory Account and made available to an operating project as a service of the Supply Section, the expense of which is reimbursable to the Supply Fund Account by prorated charges to the project served.

— —Interwarehouse.

(b) Intra-State transfer of property owned within the Supply Fund Inventory Account between Supply Section property units, warehouses, or subwarehouses. This type of transaction involves the movement of property for storage purposes to make the property readily available to an operating project served by the appropriate Field Supply Section.

— —Intraproject.

(c) Intraproject movement of property involving a change in location on the same project only. (When necessary to document such movements, local forms shall be provided, or *Receipt for Property or Services*, **WPA Form 741**, may be used. WPA Forms 740, 740a, 740b, and 740c shall not be used for this purpose.)

—Involving Exchange of Funds.

Normally, all transfers of property involving a change in ownership require an exchange of funds between the accounts of the relinquishing and receiving units. The only exception to this rule is the transfer of property from operating units to the supply fund inventory as "donated property received." Transfers of equipment for which the receiving unit pays rental also require an exchange of funds.

— —Determination of Available Funds.

The acquisition of property by transfer, for which payment, rental, or other charge must be paid, is essentially a "purchase" by the receiving unit. As in cases of purchase, transfers involving exchange of funds shall not be ordered or consummated until it has been determined that the receiving unit has in its accounts sufficient funds with which to make payment for the property or impersonal services to be received by "transfer."

— —Responsibility of Individuals Handling Transfers.

Individuals handling transfers of property involving charges shall be responsible and liable for (1) the determination of the availability of funds and (2) the timely consummation of appropriate charges in the accounts of the receiving units for the value of items transferred.

All transfers of property shall be documented on forms prescribed in the following sections.

Transfer, Movement, and Issuance Forms and Their Uses

Transfer and Movement Forms.

Transfer Voucher, WPA Form 740, and *Property Transfer Order and Receipt*, WPA Form 740a, are provided to document intra-State transfers of property owned by or in custody of a State Work Projects Administration.

The bodies of WPA Forms 740 and 740a are identical. However, appropriate changes are incorporated in the headings and footings.

—WPA Form 740a.

Form 740a is essentially a shipping ticket and comprises (1) the order for the transfer of property or the rendition of services listed thereon, (2) a record of personal responsibility for property in transit, (3) a receipt by the consignee, (4) a posting document to records of inventory, and (5), when appropriate, a supporting document for the preparation of *Journal Voucher*, Standard Form 1017-G, etc.

—WPA Form 740.

Form 740 is the document that shall be used to effect charges and credits for value in the accounts of the relinquishing and receiving units, respectively, as necessitated by the transfer of the property or the rendition of services listed thereon.

WPA Forms 740 and/or 740a shall be used to document all intra-State transfers or movements of property except equipment of the Supply Fund Inventory Account and intrawarehouse or intrashop transfers or movement of property owned within the Supply Fund Inventory Account. Forms to be used in these two latter cases are described below.

The regulations for the use and preparation of *Transfer Voucher*, WPA Form 740, and *Property Transfer Order and Receipt*, WPA Form 740a, are set forth on pages 2.10.061-2.10.065.

—WPA Form 740c.

Transfers or movements of supply fund inventory and loaned equipment involving rental charges for use of the equipment shall be documented on *Equipment Dispatch Order*, WPA Form 740c. Detailed instructions for the use and preparation of WPA Form 740c are set forth on pages 2.10.066-2.10.067.

—WPA Forms 359 and 740b.

Intrawarehouse transfers or issuances of property, such as withdrawals of property from stockrooms for use, consumption, or incorporation in work normal to or being processed in supply section activities, shall be documented, as appropriate, on one of the following forms:

1. *Shop Job Order and Cost Record*, WPA Form 359 (instructions set forth on pages 2.10.025-2.10.026).
2. *Stock Issuance Slip*, WPA Form 740b (instructions set forth on page 2.10.068).

In the case of intrawarehouse transfers, property owned within the Supply Fund Inventory Account is made available for Supply Section operations, and the Supply Fund Inventory Account shall receive credit for the value of the property consumed or incorporated.

If the property is to be incorporated or consumed in Supply Section activities or in other property that is to remain owned within any of the various accounts of the supply fund, it shall not be necessary to document the items consumed on *Transfer Voucher*, WPA Form 740. In these cases *Shop Job Order and Cost Record*, WPA Form 359, or *Stock Issuance Slip*, WPA Form 740b, shall be utilized and transmitted in duplicate to the appropriate Property Accountant. Adjustment in the pertinent Supply Fund Accounts shall be effected, when appropriate, by the Property Accountant, as required in chapter 5, volume 4, of the Manual of Rules and Regulations.

If the items issued from stockrooms are to be incorporated or consumed in equipment or other property owned by operating projects or administrative units, it shall be necessary to recapitulate on *Transfer Voucher*, **WPA Form 740**, the items actually incorporated or consumed, in order to charge the unit receiving the benefit of the work and reimburse the Supply Fund Account. WPA Forms 740 in this case may be executed upon completion of work or, in the case of protracted work, at weekly or 10-day intervals, and handled in the manner pertinent to that form. WPA Forms 740 in this case shall be prepared by the appropriate Property Accountant.

Interwarehouse or inter-Supply-Section transfers of property, such as the movement of stocks from one Field Supply Section to another to afford a more workable location of warehouse stocks, shall be documented on *Property Transfer Order and Receipt*, **WPA Form 740a.**

Preparation of TRANSFER VOUCHER, WPA Form 740, and PROPERTY TRANSFER ORDER AND RECEIPT, WPA Form 740a

Transfer Voucher, WPA Form 740, and Property Transfer Order and Receipt, WPA Form 740a.

—Uses.

In certain cases where WPA Form 740 alone is required to effect charges and credits in various accounts, the WPA Form 740 shall be prepared in the appropriate Property Accounting Unit of the Division of Finance. These cases include the following types of transactions:

1. To effect recurring rental or service charges from the Supply Fund Account to operating projects.
2. To effect rental charges to operating projects for the use of supply fund inventory equipment when the basis for the charge is documented on prescribed time reports and/or *Equipment Dispatch Order*, WPA Form 740c.
3. To effect charges for items of supply fund inventory property incorporated in, issued for use of, or made a permanent part of, any property not owned within the Supply Fund Inventory Account. Such transactions are primarily documented on *Shop Job Order and Cost Record*, WPA Form 359, or *Stock Issuance Slip*, WPA Form 740b, and include the issuance from warehouse stocks of such items as fuel, lubricants, accessories, and repair parts to equipment owned by projects, administrative units, direct-service activities, etc.
4. To effect any adjustments necessary when the quantities of property receipted for on WPA Forms 740a are more or less than quantities "shipped," as recorded in column 4.
5. Similar transactions where WPA Form 740a is not prescribed or necessary.

—Responsibility for Preparation.

In all cases except those set forth above, WPA Forms 740 and 740a shall be prepared by the individual in the Control Unit of the Supply Section who acts on *Request for Property or Services*, WPA Form 358, and makes the determination as to whether items requested are to be transferred or purchased. Immediately after this determination is made and indicated in the appropriate columns on WPA Form 358, the transfer WPA Forms 740 and/or 740a shall be prepared autographically.

—Number of Copies.

For transfers involving an exchange of funds, the assembly of forms shall be three sheets of WPA Forms 740 and four sheets of WPA Form 740a. For transfers involving no exchange of funds, the assembly shall be four sheets of WPA Form 740a only.

—Distribution.

Copies of forms shall be distributed as follows:

Transfer Voucher, WPA Form 740 (immediately on preparation).

Original.—To Property Accountant for transmittal daily to State office, Division of Finance, for ultimate attachment to WPA Forms 744 and 746 for transmittal to Regional Treasury Accounts office.

First Copy.—To Property Accountant for transmittal daily to State office, Division of Finance, for posting to WPA Forms 704.

Second Copy.—To Property Accountant for posting to WPA Forms 756 and transmittal daily to State Office, Division of Finance, and ultimate transmittal to Regional Treasury Accounts Office.

(If an additional copy of WPA Form 740 in this series is necessary for the files of the Field Property Accountant, it shall be made on plain, unprinted paper.)

Property Transfer Order and Receipt, WPA Form 740a.

Original.—To accompany shipment of property and to be signed by the shipper, the carrier, and the receiver, thence to the Property Accountant's

permanent file. When appropriate, this copy shall be used by the Property Accountant to effect any adjustments necessary when quantities actually received differ from quantities originally shown in column 4.

First Copy.—To be retained by the shipper to support reductions in his inventory bin records. This copy shall be signed by the shipper and by the carrier to whom the property is delivered for transportation.

Second Copy.—To accompany shipment of property and to be signed and retained by the receiver.

Third Copy.—When WPA Form 740a is prepared without WPA Form 740, this copy shall be made available to the Property Accountant for immediate posting to records of inventory, and shall be held by the Property Accountant until the original bearing the signatures of the shipper, the carrier, and the receiver is returned to him. When the original of WPA Form 740a is received, the Property Accountant shall return the third copy to the Control Unit for attachment to and filing with the related WPA Form 358.

When WPA Forms 740 and 740a are prepared simultaneously, the third copy of the WPA Form 740a shall be attached to the related WPA Form 358.

—Preparation. When WPA Forms 740 and 740a are prepared simultaneously, the original writing shall be on WPA Form 740. In this case information under the heading "Expenditure symbol," "O. P. No.," and "Total value" will appear as extraneous material on the WPA Form 740a. When WPA Form 740a is used exclusive of WPA Form 740, this extraneous information shall not be included.

—Assignment of Document Numbers. WPA Forms 740 and 740a are provided in assembled sets, as follows:

Title and form No.	*Number of sheets in set*
Transfer Voucher, WPA Form 740	3
Property Transfer Order and Receipt, WPA Form 740a	4
Combination WPA Forms 740 and 740a	7

Each assembly has printed in red on each sheet an identifying number, to be used locally as convenient. In addition to this printed number, document numbers identifying each transaction shall be assigned and inserted in the spaces provided on the forms.

The document numbers to be used shall be prescribed by the State Director, Division of Finance. Series of numbers shall be established for each assembly of forms. Each series shall be in unbroken numerical sequence, with appropriate alphabetical prefixes to identify the Supply Section in which the forms are executed.

When the 7-sheet set of combined WPA Forms 740 and 740a is used, the document numbers inserted in the respective spaces on the forms shall be identical.

All data called for in the heading of the forms shall be inserted in spaces provided. The entry in the spaces captioned "Total value, Cr.," and "Total value, Dr.," shall be the summation of all entries in column 6.

— —Columnar. Instructions for the columnar preparation of WPA Forms 740 and 740a are as follows:

Column 1.—Designate by numbers in numerical sequence the items described in column 2.

Column 2.—Enter the complete description of the property to be transferred. The description shall be in accordance with nomenclature generally used in the maintenance of records.

Column 3.—Enter the unit of measure of the items described. If the property is equipment owned or contractually rented by the Supply Section for rental or subrental to operating

Federal Works Agency
WPA Form 740
(Revised 12-15-40)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

TRANSFER VOUCHER

State _____ Supply Section _____ Date _____ 194

The transaction described herein requires exchange of funds as follows:

From—			To—			Document Nos.
Expenditure symbol	Total value $	Cr.	Expenditure symbol	Total value $	Dr.	740
W. P. No.			W. P. No.			740-A
O. P. No.			O. P. No.			
Ship to (Name)			(Delivery date)			358
Location						

Item No. (1)	Item description (2)	Unit or rental period (3)	Quantity (4)	Unit value or rental rate (5)	Total value (6)

Status: ☐ Rental—Sup. fund inv. owned ☐ Transfer of ownership ☐ On loan to WPA ☐ Rented from vendor P. O. No. _____ ☐ Sponsor owned

Signed _____
(For the operating division)

CERTIFICATION

I certify that records in my possession show that the transaction described above requires the exchange of funds between the expenditure symbols and in the amounts cited.

Signature _____
(Property Accountant)

(This form printed in Washington)

Federal Works Agency
WPA Form 740a
(Revised 12-15-40)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

PROPERTY TRANSFER ORDER AND RECEIPT

State _____ Supply Section _____ Date _____ 194

The property described herein shall be transferred as follows:

From—		To—		Document Nos.
W. P. No.		W. P. No.		740
				740-A
Ship to (Name)		(Delivery date)		358
Location				

Item No. (1)	Item description (2)	Unit or rental period (3)	Quantity (4)	Unit value or rental rate (5)	Total value (6)

Status: ☐ Rental—Sup. fund inv. owned ☐ Transfer of ownership ☐ On loan to WPA ☐ Rented from vendor P. O. No. _____ ☐ Sponsor owned

Signed _____
(For the operating division)

Shipper	Carrier (Other than common carrier)	Receiver
The property listed above was shipped by me in good condition.	The property listed above was received by me for transportation.	The property listed above was received by me. *Explain discrepancies on reverse*
(Shipper)	(Carrier)	(Receiver)
Date 194	Date 194	Date 194

(This form printed in Washington)

appropriate purchase order for equipment contractually rented by the Supply Section. The entry in column 6 shall reflect the total rental charge for the designated period that the using project shall pay.

Status.—The status of the property shall be indicated by an "X" in the appropriate box.

Rental—Sup. Fund Inv. Owned.—This item shall mean equipment or implements owned by a Supply Section and made available to operating projects on a rental or prorated cost basis.

Transfer of Ownership.—This item shall mean that property directly owned by either an operating project or a Supply Section is to be transferred at full present value to another operating project or warehouse.

On Loan to WPA.—This item shall mean any property in the custody of the Work Projects Administration on a loan or free-usage basis (except sponsor's property).

Rented From Vendor.—This item shall mean property contractually rented by the Supply Section for intermittent use on operating projects. The contract or purchase order number shall be included on the form when transfers are made.

Sponsor-Owned.—This item shall mean property owned by the sponsor delivered to and accepted into the custody of the Work Projects Administration. (Sponsor's property not accepted into the custody of the Work Projects Administration shall not be transferred or moved by the Work Projects Administration.)

Note.—If any other status of property prevails, this shall be recorded by a caption in the body of the form above the property itemization. Property in one status only shall be recorded on the same WPA Forms 740 and 740a.

— —Signature. The official of the operating division ordering the transfer of the property (or rendition of impersonal services) recorded on the form shall sign WPA Forms 740 and 740a in the space provided.

The signatures of the shipper, the carrier, and the receiver on WPA Form 740a and the certification on WPA Form 740 shall be executed as detailed in the following subsection.

—Routing and Disposition. **Routing and Disposition of TRANSFER VOUCHER, WPA Form 740, and PROPERTY TRANSFER ORDER AND RECEIPT, WPA Form 740a.**—Immediately upon preparation and prior to the delivery of property recorded thereon, the original and all copies of WPA Form 740 shall be delivered to the appropriate Property Accountant. When WPA Forms 740a alone are used, the fourth copy shall be made available to the Property Accountant for preliminary record purposes.

— —Property Transferred From Warehouse to Project. If the property is to be transferred from a warehouse to an operating project, the original and two carbon copies of WPA Form 740a shall be sent promptly to the shipping clerk in the Storage Unit, who shall assemble and ship the property, signing the shipper's certificate at the bottom of the form on all copies. He shall cause the truck driver or other carrier to sign the carrier's certificate and shall retain one carbon copy to support the reduction of his bin record. The original and one carbon copy shall accompany the shipment in the possession of the truck driver or other carrier.

On delivery of the property the consignee shall count the property, and if the quantity received agrees with the quantity recorded in column 4, he shall sign the certificate of receipt on the original and one copy of the form. If the quantity received differs from the quantity shown in column 4, the receiver shall correct the quantity with ink, initial the correction, and explain the discrepancy on the reverse of the form. He shall retain the carbon copy and return the original to the carrier for return to the warehouse and delivery to the Property Accountant. (If expedient or necessary, the original form may be mailed to the Property Accountant. If this is done, it shall be mailed on the same day that the property is delivered.)

On receipt of the original WPA Form 740a bearing the proper signatures, the Property Accountant, when appropriate, shall check the WPA Form 740a with the

On delivery of the property the consignee shall count the property, and if the quantity received agrees with the quantity recorded in column 4, he shall sign the certificate of receipt on the original and one copy of the form. If the quantity received differs from the quantity shown in column 4, the receiver shall correct the quantity with ink, initial the correction, and explain the discrepancy on the reverse of the form. He shall retain the carbon copy and return the original to the carrier for return to the warehouse and delivery to the Property Accountant. (If expedient or necessary, the original form may be mailed to the Property Accountant. If this is done, it shall be mailed on the same day that the property is delivered.)

On receipt of the original WPA Form 740a bearing the proper signatures, the Property Accountant, when appropriate, shall check the WPA Form 740a with the corresponding WPA Form 740. If any changes in the quantity recorded in column 4 have been made by the consignee, all adjustments necessary shall be made by the Property Accountant. If necessary, the WPA Form 740 shall be rewritten by the Property Accountant to the end that the receiving project is charged only with the quantity and/or value of the property as receipted for by the consignee. The Property Accountant shall execute by signature the certificate at the bottom of WPA Form 740 and shall thereafter handle the form in accordance with instructions in chapter 5, volume 4, of the Manual of Rules and Regulations.

If the transactions recorded do not require the use of WPA Form 740, the Property Accountant shall use the original WPA Form 740a to support (and adjust when necessary) postings to the records of inventory made from the corresponding preliminary WPA Form 740a; also for the execution of *Journal Voucher*, Standard Form 1017-G, when appropriate. All quantities and/or values of property finally posted to records of inventory or accounts shall be as related to the quantities recorded or corrected in column 4 and signed for by the receiver on the appropriate WPA Form 740a.

— —Property Transferred From Project to Warehouse or Other Project.

If the property is to be transferred from one operating project to another operating project or to a warehouse, the WPA Forms 740 and/or 740a shall be prepared within the Control Unit of the Supply Section and signed by the authorizing official. The forms shall be disposed of exactly as described above, except that the property delivery process is reversed. The original and two copies of WPA Form 740a shall be expeditiously forwarded to the shipping project and shipment shall be effected. Shipment, transportation, and receipt shall be certified by signature. The receiving warehouse or operating project shall retain one carbon copy to support the addition to inventory. When signed by shipper, carrier, and receiver, the original WPA Form 740a shall be promptly dispatched to the Property Accountant.

When quantities recorded in column 4 of WPA Form 740a as "Received" are less than the quantities originally recorded, the discrepancy, when not reconcilable, shall be reported for survey on *Report of Survey*, WPA Form 715. The WPA Form 715 shall be originated by the carrier if he is a WPA employee; if he is not, it shall be originated by the receiver.

The supervisor of the receiving project shall be responsible for seeing that WPA Form 715 is prepared promptly. The routing of the original and signed WPA Form 740a shall not be withheld or delayed pending survey action but shall be dispatched promptly to the Property Accountant.

Use and Preparation of EQUIPMENT DISPATCH ORDER, WPA Form 740c

Equipment Dispatch Order, WPA Form 740c. —Responsibility for Preparation.

WPA Form 740c shall be prepared under the direction of the supervisor of equipment by an individual authorized to dispatch equipment. The form shall be prepared and used as follows:

Requests on WPA Form 358 for the rental of supply fund inventory equipment shall normally be submitted prior to the first of each month to cover the anticipated monthly requirement of the requesting project or other operating unit. After the WPA Forms 358 have been approved, they shall be routed promptly to the equipment dispatcher.

— —Equipment Dispatcher.

The equipment dispatcher shall be responsible for the timely dispatch and delivery of equipment to the requesting unit, utilizing *Equipment Dispatch Order,* **WPA Form 740c.** He also shall be responsible for reporting to the proper official when equipment is held on projects longer than the time for which encumbrance has been established. If the requesting unit has need for further use of the equipment, the dispatcher shall require the submission of an additional request on WPA Form 358. The equipment dispatcher shall be fully responsible for seeing that the requesting unit's nonlabor limitations for the rental of equipment are not exceeded and that protective encumbrances are established in the accounts of operating units prior to the delivery of equipment.

—Preparation.

Equipment Dispatch Order, **WPA Form 740c,** shall be prepared autographically.

WPA Form 740c shall be prepared in an original and four carbon copies, as follows:

1. Assign the form a document number.
2. Cite the document numbers of (a) the previous dispatch order and (b) the related request, WPA Form 358.
3. Identify the equipment by WPA number and describe briefly.
4. Enter the date and time the equipment is to be dispatched for duty.
5. Indicate the locations from which and to which the equipment is to be moved.
6. Enter the rental rate.
7. Following the words "Period of use not to exceed," enter the unconsumed period of use covered by the approved request form (WPA Form 358) cited in the heading.
8. The dispatcher shall date and sign the dispatch order.

Federal Works Agency
WPA Form 740c

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

EQUIPMENT DISPATCH ORDER

(Supply fund inventory and loaned equipment only)

Document Nos.

State _____ This Dispatch Order No. _____

_____ Previous Dispatch Order No. _____

Related Form 358 No. _____

WPA Equipment No. _____ _____

shall be dispatched for duty on (date) _____ (time) _____

From _____

To _____

Rental rate $ _____ per _____ Period of use not to exceed _____

Date of this order _____ Signature _____ (Dispatcher)

Released from assignment and accepted for transportation	Accepted for use
Date _____ time _____	Date _____ time _____
Signature _____ (For the releasing unit)	Signature _____ (For the accepting unit)
Signature _____ (Operator or carrier)	

(This form printed in Washington)

—Routing.

Immediately upon execution, a carbon copy of the *Equipment Dispatch Order,* **WPA Form 740c,** shall be forwarded to the appropriate Property Accountant.

The original and two carbon copies of the form shall accompany the movement of the equipment and shall be signed for the releasing and accepting units in the same manner that WPA Form 740a is signed. Dates and times of removal and acceptance shall be indicated. One carbon copy shall be retained by the releasing unit and one by the accepting unit. The original, bearing signatures, shall be forwarded promptly to the appropriate Property Accountant for necessary accounting purposes and the preparation of WPA Forms 740.

One carbon copy shall be retained in the dispatcher's file.

Use and Preparation of STOCK ISSUANCE SLIP, WPA Form 740b

Stock Issuance Slip, WPA Form 740b.

—Use.

WPA Form 740b shall be used to document intra-Supply-Section transfers or movement of property of the Supply Fund Inventory Account, including withdrawals of property from stockrooms for use, consumption, or incorporation in work being processed in Supply Section activities. The form shall have application in those cases where *Shop Job Order and Cost Record*, WPA Form 359, is not used.

Stock Issuance Slip, WPA Form 740b, shall be used to document normal issuances of fuel and lubricants to equipment when issued from Supply Section pumps or tanks; also, for the issuance from stockrooms of small parts, materials, supplies, and other items subject to normal operating needs within Supply Section activities.

—Preparation.

WPA Form 740b shall be prepared autographically. The form shall be prepared in an original and three carbon copies, as follows:

1. Enter the number (or name) of the Supply Section, identify the stockroom, and date the transaction.
2. Enter the account number of the direct- or general-service activity or other account which shall be charged for the value of the items issued.
3. The stock clerk issuing the property shall enter the description and quantity of the items issued. If he is currently advised of the unit cost of fuels, lubricants, etc., he shall enter the unit cost and make the necessary extensions; otherwise, the unit and total cost shall be determined and entered on the form in the Property Accounting Unit.

Federal Works Agency
WPA Form 740b

FEDERAL WORKS AGENCY
WORKS PROJECTS ADMINISTRATION

STOCK ISSUANCE SLIP

Field Supply Section

Stockroom | Date / /194

Issued to—

Direct-service account No. | General-service account No. | Other

		Quantity	Unit cost	Cost
Gasoline	Gals.			
Oil No.	Qts.			
Grease	Lbs.			
Diesel oil	Gals.			
Repair parts				

1

Received by

Remarks:

(This form printed in Washington)

4. The issuing stock clerk shall initial the form and cause the recipient of the property to acknowledge receipt by signature.

—Routing.

The original and first carbon copy of WPA Form 740b shall be forwarded immediately to the appropriate Property Accounting Section for necessary adjustment in the pertinent Supply Fund Accounts and for posting records of inventory, as required in chapter 5, volume 4, of the Manual of Rules and Regulations.

One carbon copy of WPA Form 740b shall be routed to the supervisor or foreman of the activity to be charged. Normally, the individual receiving the property may be charged with the responsibility of delivery of this copy of the form.

One carbon copy shall be retained by the stockroom clerk issuing the property to support the reduction of his bin records.

PART VI. REPORTING THE STATUS AND DISPOSITION OF PROPERTY

Responsibility for Property.

All property owned by or in custody of the Work Projects Administration is continuously the responsibility of some WPA employee. Under certain conditions responsible personnel are authorized to dispose of property for prescribed purposes, such as incorporation in projects and other work, consumption through use, and issuance from warehouse stocks.

—Protective Provisions.

Since personal responsibility for property involves financial liability therefor, definite provisions are made to protect the interests of personnel having property in custody as well as safeguard the interests of the Federal Government. Protective provisions include the following:

1. The maintenance of records of inventory by the Division of Finance and Control which reflect the existence and location of the property and the personnel having custody.
2. A system of reports by which responsible personnel periodically tabulate all property received or disposed of during the reporting period and all property remaining in custody at the time of the report. These periodic reports are checked against and reconciled with the records of inventory, and reflect, in addition to other data, a continuing record of personal responsibility.
3. A series of receipt forms on which are documented all transfers of property from personal custody. Receipts are signed by recipients of the property, thus establishing new responsibility.
4. An administrative survey procedure in which responsible personnel are afforded the opportunity of presenting a request for relief from responsibility for property that becomes damaged, worn out, or lost while in their custody.

—Reference to Records.

The procedure for the maintenance of records of inventory is prescribed in chapter 3, volume 4, of the Manual, and is referred to in part I of this chapter.

—Reference to Report Forms.

The system of reports includes *Report of Inventory*, WPA Form 720, *Project Report and Record of Expendable Property*, WPA Form 721, and underlying documents thereto; and *Production and Distribution Report*, WPA Form 743. The regulations pertaining to the use and preparation of these report forms are contained herein as follows:

WPA Form	*Location herein*
720	Pages 2.10.072-2.10.073
721	Pages 2.10.075-2.10.077
743	Pages 2.10.078-2.10.079

—Reference to Receipt Forms.

Receipt forms for documenting the removal of property by transfer from one personal custody to another, and the location of the instructions pertaining to their use and preparation are listed on page 2.10.051.

—Reference to Survey Procedure and Form.

The regulations pertaining to the survey procedure for missing and damaged property are contained on pages 2.10.085-2.10.086.

—Surplus Removals.

When serviceable property in custody of a State Work Projects Administration becomes surplus to all needs of the Administration, it shall be reported and disposed of in the manner prescribed on pages 2.10.080-2.10.082. Unserviceable property shall be reported and disposed of in the manner prescribed on pages 2.10.083-2.10.084 and 2.10.096-2.10.097.

Reports and Records of Inventory and Movement of Property

Reports of Inventory.

WPA employees charged with the care, preservation, and correct usage of property shall render periodic reports of the receipt and disposition of all property coming under their jurisdictions.

Two forms are provided for recording the receipt, disposition, and periodic count of property on hand. These are as follows:

1. *Report of Inventory*, WPA Form 720

2. *Project Report and Record of Expendable Property*, WPA Form 721.

The following table indicates the minimum periodic requirements for the rendition of reports of inventory on WPA Forma 720 and 721. Additional reports may be required by administrative direction when necessary. Normally, routine periodic reports shall be made on dates corresponding with the end of fiscal periods. Except for the report to be made as of December 31 of each year, routine periodic reports from individual operating units may be scheduled on a staggered basis, providing the total number of reports required in the table during the yearly period is not reduced.

All property shall be counted and reported (1) as of December 31, and (2) at time of change of responsible custodians. When a change of responsible custodian or other cause necessitates the rendition of reports of inventory reasonably near the date of a scheduled report, such report may be waived at the discretion of the State Property Accountant.

Schedules for routine reports of inventory when the ends of fiscal periods are not used, shall be established by the State Property Accountant in cooperation with officials of the operating divisions.

— —Table of Minimum Requirements.

TABLE OF MINIMUM REQUIREMENTS FOR RENDITION OF REPORTS OF INVENTORY, AND FORMS TO BE USED

Conditions and time of reports for property as indicated	Forms to be used	
	WPA Form 720	WPA Form 721
All property at all locations or jurisdictions as of (1) December 31 and (2) at any time responsible custodians are changed.		
Projects:		
Expendable:	No	Yes
Nonexpendable:	Yes	No
Warehouses and Administrative Units:		
Expendable and nonexpendable	Yes	No
Routine periodic reports		
Projects:		
Expendable: Report at end of each fiscal period	No	Yes
Nonexpendable: Implements and items handled as implements, and minor equipment. Report four times yearly, approximately 3 months apart.	Yes	No
Warehouses and Administrative Units		
Expendable and nonexpendable. Report twice yearly, approximately 6 months apart.	Yes	No
Special reports as required administratively		
Expendable and nonexpendable	Yes	No

Property Not Subject to Routine Periodic Reporting.—Property other than implements, having unit values of approximately 50 cents or less need not be included on routine periodic reports of inventory, providing such property is included on a list approved by the State Administrator, and provided officials of the operating divisions exercise adequate control over the acquisition and use of such property. — —Not Subject to Routine Reporting.

Property in this category shall be considered as "Expended" when issued or installed or made a part of other items of property. — — —"Expended" Property.

Examples of property which may be considered as "Expended" when issued or installed are listed below:

Abrasives (sandpaper, steel wool, etc.)	Liquids (in containers of 1 gallon or less)
Bolts, nuts, and washers	Nails, staples, etc.
Brooms and brushes	Office supplies
Findings (buttons, needles, etc.)	Rivets
First-aid supplies and kits	Screws
Food supplies	Signs (directional, safety, etc.)
Files (hand tool)	Toys and minor athletic equipment
Globes (electrical and lantern)	
Handles (for hand tools)	

Property considered "Expended" when issued shall be separately reported on *Report of Inventory*, **WPA Form 720**, at all times of change in responsible custodians and as of December 31 of each year. At these times columns numbered 1, 2, 3, and 9 only of the WPA Form 720 shall be used.

Property produced on sewing, canning, and similar production projects which does not remain in the custody of the State Work Projects Administration for appreciable periods shall be reported on *Production and Distribution Report*, **WPA Form 743**, and shall not be reported on WPA Forms 720 and 721.

Works of art produced on art projects shall not be reported on WPA Forms 720 and 721. However, art project supervisors shall be responsible for maintaining records of work produced, on hand, allocated on loan and/or exhibition, as prescribed in other instructions.

Property Not Subject to Reporting on WPA Forms 720.—Construction and automotive equipment owned within the Supply Fund Inventory Account, and equipment contractually rented from vendors, shall not be reported by operating units on WPA Forms 720. Inventory records for such property shall be maintained by Property Accountants from documents, including *Equipment Dispatch Order*, **WPA Form 740-C**, for Supply Fund property, and *Receipts for Property or Services*, **WPA Form 741**, for vendor-owned property. — —Not Subject to Reporting on WPA Form 720.

Separate Reports of Inventory.—Separate reports of inventory shall be made for property in each of the following categories. — —Separate Reports.

1. Property owned by the reporting agency.
2. Property owned within the Supply Fund Account.
3. Property owned by project sponsors and accepted into WPA custody by signed agreement documented on *Receipt for Property or Services*, **WPA Form 741**.
4. Property loaned to the Work Projects Administration for free use as distinguished from sponsor's property.

Reports of Inventory at Time of Change in Responsible Custodians.—Reports of inventory on WPA Forms 720 or 721 shall be prepared whenever a change of responsible property custodians occurs. These reports shall be prepared — —Change in Custodians.

jointly by the individuals relinquishing and assuming custody who shall agree on the count and the condition of the records. The individual assuming custody shall execute a statement accepting responsibility only for the quantity of property on hand, counted, and recorded on the report. The relinquishing custodian shall have full responsibility in every respect for (1) the condition of the documentary file of acquisition and disposal and the records of the property recorded in the report, and (2) for reporting in the survey procedure all unserviceable, damaged, and missing property disclosed by the physical count.

— — —Responsibility of New Custodian.

When a new responsible custodian is assigned because the former custodian is absent due to illness or has left his duty without authority and is not available, a representative of the Property Accountant shall be assigned to assist in taking the inventory. The newly assigned custodian shall report all shortages discovered as the result of the physical count in survey procedure, describing the full particulars to the best of his ability, and shall take custody of all overages by the execution of *Receipt for Property or Services*, **WPA Form 741**. In this instance responsibility shall not be attached to the newly assigned custodian for conditions found to exist, and he shall assume responsibility only for the property in the condition for which he signs on the report.

Added Sept. 8, 1942

—WPA Form 720.

Use, Preparation, and Disposition of REPORT OF INVENTORY, WPA Form 720.—WPA Form 720 shall be used for reporting all nonexpendable property, and for any special or regular reports of inventory where a record of "Incorporation" or "Expenditure" is not necessary.

— —Preparation.

WPA Form 720 shall be prepared by or under the supervision of the official having responsibility for property in custody. Data included in the report except data relating to the physical count (columns 9 and 10), shall be derived from supporting documents. The figures recorded in column 9 shall be derived only from actual physical count.

WPA Form 720 shall be prepared in at least an original and a carbon copy, to provide the original for the appropriate Property Accountant and one copy for the files of the reporting unit. Such additional copies as may be required shall be prescribed locally. WPA Form 720 prepared at the time of change in responsible custodians shall include copies for the individuals assuming and relinquishing custody.

Federal Works Agency
WPA Form 720
(Revised 9-8-42)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

REPORT OF INVENTORY

Sheet ___ of ___ sheets

State _____ Administrative area _____

Reporting unit: Work project No. _____ Other _____ Period ending _____, 194__

Owned by _____
(Designate one: supply fund inventory, WPA project No. ___, sponsor, loan, or rental on contractual basis)

Item No.	Item description	Unit of measure	To account for beginning of period	Received during period	Disposition		Total to account for	Physical inventory	
					Transfers	Approved survey		Count	E—excess S—short
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

CERTIFICATE OF CORRECTNESS

I certify that the status of the property as reported above is correct.

Signature _____
(Responsible employee)

Type name _____

ADDITIONAL CERTIFICATE ON SPECIAL REPORTS ONLY

I certify that the items and quantities entered in columns 2 and 10 were seen and counted by me as indicated above.

Signature _____
(Representative of the Property Accountant)

Type name _____

This space for use by Property Accountant of the Division of Finance and Control

Checked with stock records by _____ Errors reported to project by _____

Reconciliation completed _____ (Date) Posted to stock records by _____

On _____ (Date)

(Make all other explanations and remarks on reverse side)

(This form printed in Washington)

All data called for in the heading of the report shall be carefully recorded.

Instructions for columnar preparation of WPA Form 720 are as follows:

— —Columnar Preparation.

Columns 1, 2, and 3.—Itemize, describe, and give the unit of measure of the property reported. The item description shall correspond with the terminology used on documents of acquisition.

Column 4.—Enter the quantity of the item shown in column 8 on the last similar report. Care shall be exercised not to confuse this entry with the quantity shown in column 9 on the last report.

Column 5.—Enter the quantity received during the reporting period as evidenced by all documents of acquisition.

Column 6.—Enter the quantity transferred or removed from custody during the reporting period by means of WPA Forms 740a and 741.

Column 7.—Enter the quantity removed from records and/or custody as the result of approved *Report of Survey*, WPA Form 715. The document number of the approved WPA Form 715 shall be entered parenthetically immediately under each entry in this column. Quantities of items listed on reports of survey not yet approved shall not be entered in this column. Such items shall be shown as "to be accounted for" until the report of survey is approved and the responsible individual has received his copy authorizing his release from responsibility.

Column 8.—Enter the summation of quantities reported in columns 4 and 5, less the sum of the quantities in columns 6 and 7.

Note.—When the WPA Form 720 is completed to this point, a work copy shall be taken into the field or other place of operation, and the property on hand shall be physically counted.

Column 9.—Enter the quantity of property seen and counted. In no instance shall entries be made in this column from memory, records, or documents.

Column 10.—Enter any difference between the quantities shown in columns 8 and 9. Any excess shall be indicated by the prefix "E," and any shortage by the prefix "S." When such discrepancies cannot be reconciled and corrected in the reporting unit by examination of records and/or recount, the following steps shall be taken:

The "excess" quantity shall be listed on *Receipt for Property or Services*, WPA Form 741, under the caption "Found on hand." The signed original shall be attached to the original *Report of Inventory*, WPA Form 720. One copy of the WPA Form 741 shall be retained on the project in the file of documents of acquisition, and the quantities of the items reported shall be included in the quantity reported in column 5 in the next WPA Form 720.

The "short" quantity shall be reported immediately in survey procedure, and the project document number of the *Report of Survey*, WPA Form 715, shall be entered immediately under the "S" quantity on WPA Form 720. Only when the WPA Form 715 is approved by the survey reviewing authority and a copy is returned to the originator, shall the quantity be included in column 7 of the first WPA Form 720 made thereafter.

— —Certificate of Correctness.

The authorized responsible custodian shall execute the "certificate of correctness" by signature in the space provided. When the physical count recorded in column 9 or the entries entered on the report from documentary evidence are made by individuals delegated by the authorized responsible custodian, the delegated individuals may be required to sign or initial entries for which they are responsible. The authorized responsible custodian, however, shall be administratively responsible in every respect for the correctness of the report and shall invariably execute the certificate of correctness.

— —Additional Certificate.

The "additional certificate" shall be executed by a designated representative of the appropriate Property Accountant, Division of Finance and Control, at times of special reports of inventory, as follows:

1. At times of change in responsible custodians, when the former custodian is absent and the Property Accountant has been requested to assign a representative to assist in the inventory.
2. When necessary at times of recount of property to effect reconciliation of differences disclosed as *Report of Inventory*, WPA Forms 720, are checked against the inventory records maintained by the Property Accountant. The procedure in this case is set forth on page 2.10.077.
3. At times of taking and recording check inventories on projects by representatives of the Property Accountant, as prescribed in chapter 3, volume 4, of the Manual.

Revised Sept. 8, 1942

Use, Preparation, and Disposition of PROJECT REPORT AND RECORD OF EXPENDABLE PROPERTY, WPA Form 721

WPA Form 721.

Project Report and Record of Expendable Property, WPA Form 721, is provided (1) to establish a complete record by project of the receipt and disposition of all expendable property, and (2) to secure a receipt from the project sponsor for all property consumed by or physically incorporated into the project.

— —Property Incorporated.

Property that is incorporated in and made a permanent part of a project passes from the custody and control of responsible individuals of the Work Projects Administration to the ownership of the project sponsor. An authorized representative of the project sponsor shall be required to acknowledge receipt of all such property by signature on WPA Form 721. The sponsor's representative shall have access to underlying documents of issuance and receipt maintained by the WPA property custodian as may be necessary for checking and verifying items shown as "Used" on WPA Form 721. He also shall be furnished with a copy of all WPA Forms 721 signed by him.

— — —Signed by Sponsor's Representative.

Where there is no authorized representative of the sponsor on the project, the project supervisor shall forward one copy of the WPA Form 721 to the authorized sponsor's representative together with a self-addressed return postal card reading substantially as follows and addressed to the State Property Accountant.

This will acknowledge receipt of WPA Form 721 for O.P. No. _____

W.P. No. _____ covering the period _____ to _____.

I certify that the property listed on WPA Form 721 in the quantities shown as "Used" (column 7) was incorporated and or consumed in the operation of the project, and responsibility for the quantity incorporated is assumed by the project sponsor.

Date _____ Signature _____
Sponsor's Representative

Upon receipt of the postal card signed by the sponsor, the Property Accountant shall attach the card to the record copy of WPA Form 721. Refusal or failure of the sponsor's representative to sign and return the postal card shall be reported promptly by the Property Accountant through his divisional director to the State Administrator.

— — —Maintained as a Continuous Report.

WPA Form 721 shall be maintained as a continuous report on each operating project having expendable property in custody. The form shall be executed with indelible pencil, care being exercised to maintain legibility. It shall be noted that when the completed report is audited and any errors reconciled by the Property Accountant, the *Report* becomes the *Record* of expendable property of the appropriate project. Careless or illegible maintenance may require reproduction of the report on the project.

— —Preparation.

Project Report and Record of Expendable Property, WPA Form 721, shall be prepared in an original and 3 carbon copies by the appropriate project property custodian to record the receipt and disposition of all expendable property on the project.

All information called for in the heading of the form shall be carefully recorded.

Revised Sept. 8, 1942

WPA Form 721
(Revised 9-8-42)

FEDERAL WORKS AGENCY—WORK PROJECTS ADMINISTRATION

PROJECT REPORT AND RECORD OF EXPENDABLE PROPERTY

Document sequence No. _____

Work project No. _____

Official project No. _____

State _____

Administrative area _____ Period from _____ to _____

Town or city _____

☐ Property owned by Work Projects Administration ☐ Property owned by sponsor _____ (Name)

County _____

Item No.	Item description	Unit of measure	To account for beginning of period	Quantities received and used by days (insert dates) Identify documents on which property was received in center space	Total received during period	Disposition: Total used in period	Disposition: Transfers and approved surveys	To account for end of period	Physical inventory: Count	Physical inventory: E-excess S-short	Total quantity received to date	Memorandum
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
				Dates								
				Rec'd								
				Doc.								
				Used								
				Rec'd								
				Doc.								
				Used								
				Rec'd								
				Doc.								
				Used								
				Rec'd								
				Doc.								
				Used								
				Rec'd								
				Doc.								
				Used								
				Rec'd								
				Doc.								
				Used								

Identify documents for quantities recorded in column A

Date	740-A	Date	715

CERTIFICATION

Sponsor

I certify that the property listed above in the quantities shown as "USED" (Column 7) was incorporated and/or consumed in the operation of the project, and responsibility for the quantity incorporated is assumed by the project sponsor.

Date _____

Signature _____ Sponsor's Representative

WPA Custodian

I certify that the property listed above in the quantities shown was received, utilized and/or remains in my responsible custody.

Date _____

Signature _____ WPA Property Custodian

FOR USE OF PROPERTY

Reconciled with document file by _____

Errors reported to project by _____

Date _____

Reconciliation completed and this document accepted as the record _____ For the Property Accountant

(This form printed in Washington)

Instructions for columnar preparation of WPA Form 721 are as follows:

Columns 1, 2, and 3.—Itemize, describe, and give the unit of measure of the property reported. The item description shall correspond with the terminology used on documents of acquisition.

Column 4.—Enter the quantity of the term shown in column 10 on the last similar report. Care shall be exercised not to confuse this entry with the quantity shown in column 11 of the last report.

Column 5.—Insert the dates on which recorded transactions occur. Enter quantities received, the document number of the document on which the property was received, and the amount of daily incorporation for each day on the appropriate lines opposite each item.

Column 6.—Enter the total of all entries in column 5 as "Received."

Column 7.—Enter the total of all entries in column 5 as "Used."

Column 8.—A record shall be maintained of all property transferred from the project and all property on approved *Reports of Survey*, WPA Form 715, during the reporting period. The total quantities of property thus removed shall be inserted in this column. Space is provided in the lower left corner of the form for recording all documents of removal (WPA Forms 740-A and 715) affecting entries in this column.

Quantities of items listed on WPA Form 715 not yet approved shall not be entered in this column. Quantities of such items shall be included in the quantity "to be accounted for" (column 9), until WPA Form 715 is approved and the responsible individual has received his copy authorizing his release from responsibility.

Column 9.—Enter the summation of quantities reported in columns 4 and 6, less the sum of the quantities in columns 7 and 8.

Column 10.—Enter the quantity of property physically counted on the last day of the reporting period. In no case shall entries be made in this column from memory, records, or documents.

Column 11.—Enter any differences between the quantities shown in columns 9 and 10. Any excess shall be indicated by the prefix "E," and any shortage by the prefix "S." When such discrepancies cannot be reconciled and corrected in the reporting unit by examination of records and/or recount, the following steps shall be taken.

The "Excess" quantity shall be listed on *Receipt for Property or Services*, WPA Form 741, under the caption "Found on hand." The signed original shall be attached to the original WPA Form 721. One copy of the WPA Form 741 shall be retained on the project file of documents of acquisition, and the quantities of the items reported shall be included in the quantity reported in column 4 in the next WPA Form 721.

The "Short" quantity shall be reported immediately in survey procedure, and the project document number of the *Report of Survey*, WPA Form 715, shall be entered immediately under the "S" quantity on WPA Form 721. Only when the WPA Form 715 is approved by the survey reviewing authority and a copy is returned to the originator shall the quantity be included in column 8 of the first WPA Form 721 made thereafter.

Column 12.—Entries shall not be made in this column on the project. This column shall be used by the Property Accountant as required in chapter 3, volume 4, of the Manual. When the physical count recorded in column 10 or the entries entered on the report from documentary evidence are made by individuals delegated by the authorized responsible custodian, the delegated individuals may be required to sign or initial entries for which they are responsible. The authorized responsible custodian, however, shall be administratively responsible in every respect for the correctness of the report and shall invariably execute the certificate of correctness in the footing of the form.

— — —Routing.

The original and first carbon copy of WPA Form 721 shall be forwarded to the State Property Accountant. The second carbon copy shall be transmitted by the project supervisor to the project sponsor's representative, and the third carbon copy shall be retained on the reporting project.

— —Check and Audit of WPA Forms 720 and 721.

When the WPA Forms 720 are checked and/or posted to the records of inventory, and when WPA Forms 721 are audited by the Property Accountant and discrepancies or errors are found, the Property Accountant will list such discrepancies on *Record of Property Inventory Reconciliation*, WPA Form 780, and transmit the original and one copy to the reporting unit. (See chapter 3, volume 4, of the Manual.)

— —Discrepancies Reported.

On receipt of WPA Form 780, the project supervisor shall cause the discrepancies reported to be checked and, if necessary, shall cause a recount of the property to be made. Every effort shall be made to reconcile promptly the inventory report and the accounting records. The action taken to effect reconciliation shall be recorded in the "Remarks" column of the WPA Form 780, which shall be signed by the responsible employee and the original returned promptly to the Property Accountant.

— —Reconciliation of Differences.

When reconciliation of differences cannot be effected, the project supervisor shall request the Property Accountant to send a representative to the project office to assist in the complete reconciliation. When necessary, a recount of the property shall be made jointly by the representative of the Property Accountant and the responsible employee, who shall agree on the count and jointly sign the *Report of Inventory*, WPA Form 720.

Where reconciliation is not thus effected, the procedure shall be as prescribed in chapter 3, volume 4, of the Manual.

— — —Adjustment of Minor Discrepancies.

The Property Accountant is authorized to adjust minor discrepancies on inventory reports when the property involved has negligible value. When the *Record of Property Inventory Reconciliation*, WPA Form 780, indicates that the Property Accountant has adjusted such minor discrepancies, the project supervisor shall cause his records and the pertinent WPA Forms 720 and 721 to be amended accordingly.

Revised Sept. 8, 1942

Use, Preparation, and Routing of PRODUCTION AND DISTRIBUTION REPORT, WPA Form 743

Production and Distribution Report, WPA Form 743. —Use.

Usually, inventory records of (1) property produced, salvaged, or manufactured on a project for incorporation in the same project and, (2) property produced on sewing, canning, and similar production projects shall be maintained on *Production and Distribution Report*, WPA Form 743. Inventory record cards shall not be maintained for such property unless it becomes WPA property or is to remain in the custody of the State Work Projects Administration for an extended period of time. In such cases the property shall be reported as "acquired" on *Receipt for Property or Services*, WPA Form 741, and taken into account on standard inventory record forms.

— —Not Required for Works of Art.

WPA Form 743 shall not be used in reporting works of art produced by art projects. However, adequate production records on locally provided forms shall be maintained by such projects with the advice and supervision of the State Director, Division of Finance.

Federal Works Agency
WPA Form 743
(Revised 10-15-40)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

Official project No. _____
Work project No. _____

PRODUCTION AND DISTRIBUTION REPORT—PRODUCTION PROJECTS

State _____ Administrative area _____ Period from _____, 194__ to _____, 194__

Item No.	Item description	Unit of measure	To account for beginning of period	Production by pay periods		Total produced	Interproject transfers		Issued to distributing agencies	To account for close of period	Physical inventory	
				First period	Second period		Received	Shipped			Count	E—Excess S—Short
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Date report prepared _____, 194__ Certified correct _____
Project supervisor.

(This form printed in Washington)

—Preparation.

WPA Form 743 shall be prepared at the close of each alternate pay period. All information required in the heading of the form shall be filled in completely. Columnar entries in the body of the form shall be made in accordance with the following instructions:

Columns 1, 2, and 3.—Enter the item number, item description, and unit of measure, respectively.

Column 4.—Enter the total to be accounted for at the beginning of the reporting period, as taken from column 11 of the preceding report.

Columns 5 and 6.—Enter the number of units produced during each pay period.

Column 7.—Enter the total of the pay-period entries made in columns 5 and 6.

Columns 8 and 9.—Enter in column 8 the number of units received by transfer, and in column 9 the number of units transferred out of custody. This information shall be cumulated from the transfer orders issued on *Property Transfer Order and Receipt*, WPA Form 740a, authorizing interproject transfers only. No entries shall be made in columns 8 and 9 for property issued directly to sponsors or other distributing agencies.

Column 10.—Enter the number of units issued during the reporting period directly to sponsors or other distributing agencies. Such issues shall be supported by receipts on WPA Form 741.

Column 11.—Enter the number of units to be accounted for as of the close of the second pay period, to be derived by subtracting the sum of columns 9 and 10 from the sum of columns 4, 7, and 8.

Columns 12 and 13.—The physical count of the units on hand as of the close of the reporting period shall be entered in column 12. Any discrepancies between the amounts reported in columns 11 and 12 shall be entered in column 13 as excess or shortage. *Report of Survey*, WPA Form 715, shall be initiated for shortages, and *Receipt for Property or Services*, WPA Form 741, shall be initiated for excess quantities. Entries shall be made in column 5 for excess quantities and in column 10 for shortages on the first WPA Form 743 thereafter.

The date of preparation of the report and the signature of the project supervisor shall be entered in the spaces provided at the bottom of the report, which shall be routed as follows:

Original	To Property Accountant
First copy	To appropriate operating division
Second copy	To be retained on operating unit producing the property

—Supporting Records.

Note.—WPA Form 743 constitutes a consolidated report by pay periods of property produced. It shall be the responsibility of the director of the operating division concerned to prescribe and maintain satisfactory underlying records of daily production, in order to support summarized quantities reported at the end of each period in columns 5 and 6.

Disposition of Serviceable Property Surplus to a State Work Projects Administration

Disposition of Serviceable Surplus Property.

Serviceable property surplus to a State Work Projects Administration may accumulate on operating projects, in administrative units, or in warehouses.

—Transfers to Warehouse.

It is advisable that surplus property be removed to a warehouse for custody, but not in the sense that credit for value will revert to the releasing project. Credit for value in this case shall not revert to relinquishing projects unless use for the property is found within the same State Administration. If such use is found, the property shall be transferred and documented on WPA Form 740 (see pages 2.10.061-2.10.065).

— —Periodic Report by Field Supply Supervisor.

In order to prevent unnecessary accumulation of property in warehouses and in order that all Field Supply Supervisors in the State in which the property is located and in adjoining States may be advised of the availability of all serviceable surplus property, each Field Supply Supervisor shall prepare at least quarterly a list of all property which has been in his custody for a period of 6 months or longer and all other property which is obviously surplus.

— — —Preparation.

Separate lists shall be prepared for administrative, project, and supply fund inventory property. Work project numbers shall be shown for project-owned property. All lists shall show the address at which the property is located. Items shall be segregated by commodities and listed under columnar headings arranged in the following order:

Item No.	*Description*	*Unit*	*Quantity*	*Percent of depreciation*	*Present unit value*	*Present aggregate value*	*Condition*

— — —Distribution.

Copies of such lists shall be transmitted to the State Supply Manager and by him to all other Supply Sections within the same State and to all other State Administrations within economical shipping distance, with the statement that unless a request is received within 30 days for the transfer of any of the property listed, it will be reported to the Chief Engineer as surplus.

State Administrators receiving lists of serviceable surplus property shall determine whether the property listed can be used by their Administrations and shall inform the State Administration in possession of the property within 30 days if transfer of the property is desired.

—Transfers to Other States.

Every effort shall be made to utilize surplus property which is available by transfer to preclude the purchase of similar property. When need is found in adjoining States for any of the surplus property, it shall be transferred, unless from considerations of economy the transfer cannot be justified.

— —Exchange of Funds.

Surplus hand tools and devices classified as implements, construction equipment, and other-than-construction equipment, owned within the Supply Fund Inventory Account, shall be transferred to needing State Administration Supply Fund Inventory Accounts without exchange of funds. The receiving State shall bear the cost of the shipment. Intraregional transfers in this category shall require regional office approval. Interregional transfers shall require approval and coordination by the regional offices concerned. Central office clearance will not be required; however, the central office may order interregional and inter-State transfers of such property which has been reported as surplus on *Surplus Property Declaration*, WPA Form 774.

In the above-described cases, the State Supply Fund Inventory Account shipping the property shall be credited with the currently recorded value of the property, and the Donated Property Received Account debited in the same amount.

The receiving unit shall take the property into the Supply Fund Inventory Account as donated property, evaluated as required in part II of this chapter and documented as required in part V.

Inter-State transfers of furniture and office equipment may be made between State Administrative and Supply Fund Accounts without exchange of funds, subject to the specific prior approval of the central office.

All transfers between State Administrations (1) of expendable property and (2) of other property not owned within the Supply Fund Inventory Account or the Administrative Account shall be accomplished with an appropriate exchange of funds. The delivered cost to the receiving State shall be reasonable and shall not exceed that of similar property otherwise procurable.

—Copies of Lists to Public Roads Administration.

Copies of all lists which include the following types of property shall be forwarded to the appropriate District Engineer of the Public Roads Administration:

Materials and supplies suitable for use on projects of the Public Roads Administration

Foodstuffs

Implements

Construction equipment

Automotive equipment

Shop equipment

Heavy industrial equipment

Scientific and engineering devices

Camp equipment

These lists shall be transmitted with the statement that the property listed is available for transfer to the Public Roads Administration provided that the property is not requested by another State Work Projects Administration. The District Engineer shall also be advised that if no request is received within 30 days the property will be reported to the Chief Engineer of the Work Projects Administration as surplus. Requests received from District Engineers of the Public Roads Administration for the transfer of any item of surplus property shall be transmitted to the Chief Engineer, Washington, D. C., for appropriate action.

—Declaration to Central Office.

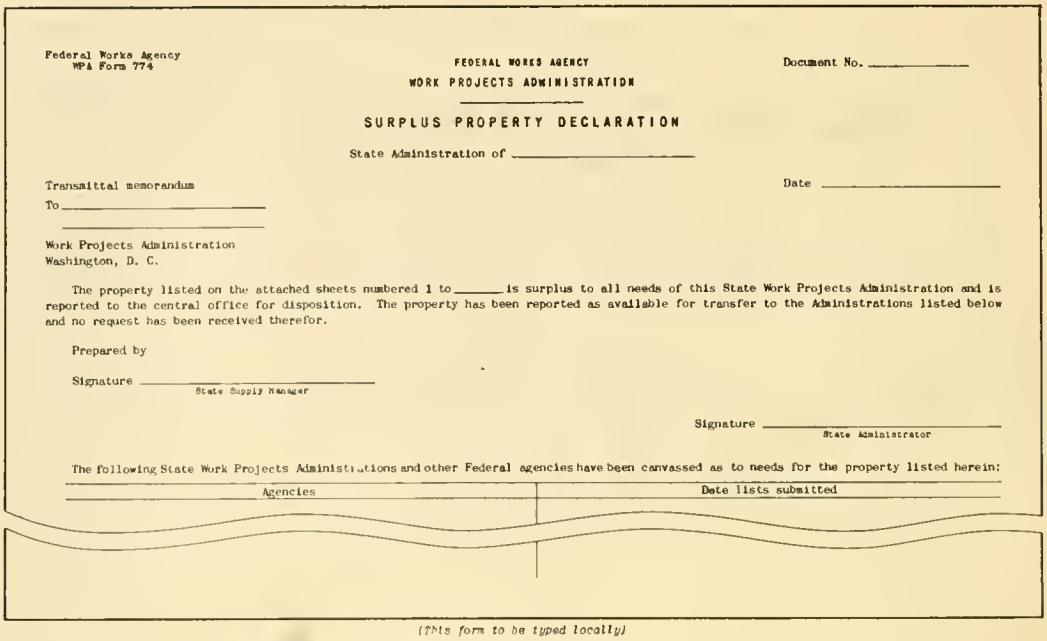
Any surplus property not disposed of after following the above procedure shall be reported to the central office, listed in the same manner as described above. These lists shall be forwarded in an original and three carbon copies, and each set shall be accompanied by *Surplus Property Declaration*, WPA Form 774.

Lists of surplus furniture and office equipment shall be forwarded to the Director, Administrative Service Section, Division of Administration, Work Projects Administration, Washington, D. C.

Lists of all surplus property other than furniture and office equipment shall be forwarded to the Chief Engineer, Work Projects Administration, Washington, D. C.

— —Determination of Central Office.

When it is determined in the central office whether the surplus property shall be transferred within the Work Projects Administration or within the Federal Works Agency or declared to the Procurement Division of the Treasury Department as surplus, the reporting State Administration will be notified accordingly.



Federal Works Agency
WPA Form 774

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

Document No. _____

SURPLUS PROPERTY DECLARATION

State Administration of _____

Transmittal memorandum

Date _____

To _____

_____

Work Projects Administration
Washington, D. C.

The property listed on the attached sheets numbered 1 to _____ is surplus to all needs of this State Work Projects Administration and is reported to the central office for disposition. The property has been reported as available for transfer to the Administrations listed below and no request has been received therefor.

Prepared by

Signature _____
State Supply Manager

Signature _____
State Administrator

The following State Work Projects Administrations and other Federal agencies have been canvassed as to needs for the property listed herein:

Agencies	Date lists submitted

(This form to be typed locally)

— —Property Reported to Procurement Division.

Property reported to the Procurement Division may be ordered (1) transferred to another Federal agency, (2) sold, or (3) destroyed. Notice of the action to be taken will be forwarded to the State Work Projects Administration by the Procurement Division. Action taken by the State Work Projects Administration shall be in conformity with instructions received.

— — —Removal of Identification.

If the property is not desired by another Federal agency but is to be sold by the Procurement Division, care shall be taken, prior to delivery of the property to the succeeding owner, to remove or obliterate all WPA identification tags or other markings indicating Government ownership.

— —Destruction of Property.

The destruction of property ordered destroyed shall be accomplished by the Work Projects Administration. A record of destruction shall be made by the appropriate WPA official, who shall describe adequately the property, cite the destruction authorization, and certify that he witnessed the destruction.

—Unserviceable Property.

The foregoing procedure and the use of *Surplus Property Declaration*, WPA Form 774, is related only to serviceable surplus property and is in no way related to damaged or unserviceable property. All property that becomes damaged or unserviceable in the operations of the Work Projects Administration shall be reported in the survey procedure, documented on *Report of Survey*, WPA Form 715. Unserviceable property, junk, and scrap shall be disposed of in the manner prescribed on pages 2.10.083-2.10.084.

Revised Mar. 18, 1941

Use and Preparation of REQUEST FOR DISPOSITION OF UNSERVICEABLE PROPERTY, JUNK, AND SCRAP, WPA Form 775

WPA Form 775. —Use.

WPA Form 775 shall be used when it is necessary to request the Treasury Procurement Division to dispose of accumulated junk and/or scrap, and other property determined to be unserviceable as the result of survey action by the Work Projects Administration.

—Accumulation of Material.

Junk, scrap, and unserviceable property shall be accumulated in depositories as reasonably close to locations where it may be sold as may be economical. Junk, scrap, and unserviceable property shall not be transported to centralized locations when the cost of transportation exceeds the anticipated revenue to be derived from sale.

Federal Works Agency
WPA Form 775

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

REQUEST FOR DISPOSITION OF
UNSERVICEABLE PROPERTY, JUNK, AND SCRAP

Document No. _____
Date _____

State Administration of _____

To: The Treasury Procurement Officer

Address _____

The items listed below, of unknown value, have been administratively determined to be

☐ Unserviceable ☐ Junk ☐ Scrap

Request is made for the prompt disposition of the items in accordance with Treasury Department Procurement Division regulations.

Location of items _____ (Address and city)

In custody of _____ (Name and title)

Item	Description	Approximate quantity

Signature _____ (Property Supervisor)

RECORD OF DISPOSITION

(This form to be mimeographed locally)

—Preparation.

The preparation of WPA Form 775 is self-explanatory. Citation shall not be made on WPA Form 775 to any *Report of Survey*, WPA Form 715, and no estimated or real value shall be ascribed to items listed thereon. Quantities shall be reasonable approximations only.

— —Junk and Scrap.

When used to request disposition of junk and scrap, WPA Form 775 shall be executed in an original and three carbon copies. The original and one carbon copy shall be dispatched to the State or local Treasury Procurement Officer, one copy shall be retained at the pertinent depository, and one copy shall be retained by the property supervisor who signs the form.

— — —Disposition of Material.

The property shall be disposed of as ordered by the Procurement Officer, and a record of the disposition shall be made on the copies of the WPA Form 775 retained by the State Supply Manager and the pertinent depository. In this case it shall not be necessary to dispatch a copy of WPA Form 775 to the Property Accounting Unit, as no record of junk and scrap is maintained.

Normally, in States having appreciable current accumulations of junk and scrap, the Treasury Procurement Officer may be requested to enter into quarterly

or semiannual contracts with dealers for the purchase of junk and scrap. When it is possible to conclude arrangements of this nature, the contractors can be called upon to pick up junk and scrap as it accumulates, thus precluding the preparation of numerous WPA Forms 775 and the letting of numerous contracts for purchase. In these cases arrangements shall be made with the Procurement Officer as to methods of delivering junk and scrap to contractors.

In all cases a receipt shall be taken from purchasers of junk, scrap, and unserviceable property when removed from WPA custody. *Receipt for Property or Services*, WPA Form 741, may be used for this purpose, or the receipt may be taken on the pertinent WPA Form 775, as appropriate.

— —Unserviceable Property.

When used to request disposition of unserviceable property, WPA Form 775 shall be executed in an original and four carbon copies. In this case one copy of the form shall be dispatched to the appropriate Property Accounting Unit, which shall be promptly advised of the disposition made by the Procurement Division. Otherwise, the WPA Form 775 shall be handled and disposed of as prescribed above.

Survey Procedure for Missing and Damaged Property

Survey Procedure.

A WPA employee's responsibility and liability for property ordinarily is relieved when custody of the property is assumed by another and the exchange is recorded on prescribed reports and records. However, when property becomes lost, destroyed, damaged, or unserviceable, administrative action is necessary to afford custodians relief from responsibility and to relieve accountants from the responsibility of further accounting for such property. Relief in these cases shall be afforded only after the responsible individuals have reported the property for survey and the desired relief is ordered by administrative surveying and reviewing officials by approval of the report of survey.

—Purposes.

The purposes of the survey procedure are (1) to furnish documentary information to the Federal Government for an administrative determination of the responsibility for the loss, damage, or unserviceability of property owned by or in custody of the Work Projects Administration; (2) to protect the interests of the Federal Government against lax performance of duty by employees responsible for the preservation and correct use of property; and (3) to protect the interest of employees against unjust charges for loss or damage to property while in their custody.

—Damage to WPA Property by Third Parties.

Damage by third parties to property of the Work Projects Administration shall be subject to survey procedure. Results of the survey investigation shall be made known to the State Compensation Officer when it is evident that the Federal Government has grounds for a claim against such third parties.

—Damage or Loss of Property of Third Parties.

Damage to or loss of property of third parties (including project sponsors), caused by WPA employees, shall be made subject to survey procedure, and action by surveying officers shall be taken in collaboration with the State Compensation Officer. For detailed instructions in this case see page 2.10.098.

—Not Related to Surplus Property.

The survey procedure is in no way related to surplus conditions of serviceable property and shall not be resorted to for any purpose related to the surplus status of serviceable property.

—WPA Form 715.
— —Purposes.

Survey action shall be documented on *Report of Survey*, WPA Form 715, which shall serve the following purposes in the survey procedure: (1) to provide the individual having responsibility for property the opportunity to explain how the property became in its reported status; (2) when approved, to provide the State Property Accountant and others maintaining records of property with a document authorizing the removal of surveyed property from records and, when pertinent, the relief from responsibility for the property reported; (3) to provide a permanent record of facts and circumstances surrounding the loss of or damage to property for information of interested parties in the future; and (4) to provide administrative officials with information as to the principal causes of loss of or damage to property, so that appropriate checks and safeguards may be initiated when and where needed.

—Officials Appointed by Administrator.

Each State Work Projects Administrator shall appoint administrative officials to act (in addition to their other duties) as surveying officers or as members of boards of survey. When necessary, the State Administrator shall appoint an official (in addition to his other duties) as survey reviewing authority; otherwise, he shall act in this capacity himself. In unusual circumstances in individual cases, specialists may be employed to conclude survey action.

— —Limitations.

Individuals having responsibility in any respect for property reported for survey action or that are directly occupied in accounting for such property,

and individuals whose salaries are paid from the Supply Fund Account, shall not act as surveying officers or as members of boards of survey.

Normally, the administrative official managing or supervising an area, district, or group of projects may be appointed as surveying officer. These officers should act on all reports of survey covering normal losses and damages to property within their jurisdictions.

—Survey Board Only in Unusual Cases.

Boards of survey shall be appointed only in unusual cases involving extensive loss of or damage to property, such as the result of fire, flood, or other catastrophe, or in unusual cases of theft.

Property Subject (and Not Subject) to Survey Procedure

Property Subject and Not Subject to Survey.

Property in custody of the Work Projects Administration that becomes missing, damaged, or unserviceable shall be reported for survey. Definitions of the terms "missing," "damaged," and "unserviceable," as related to the survey procedure, are as follows:

Missing Property.—This term means property which cannot be located in the custody of employees to whom it was issued for use or in whose custody it was placed for safekeeping.

Damaged Property.—This term means property which is rendered useless beyond repair, or useless until repaired, as the result of personal negligence or as the result of hazardous conditions normal to the work on which the damage occurred.

Unserviceable Property.—This term (as definitely distinguished from "damaged property") means property which is rendered useless in the proper service of the Work Projects Administration through fair wear and tear or obsolescence. Dull implements, requiring only sharpening to return to usable condition, shall not be considered as unserviceable.

—Missing, Damaged, and Unserviceable Property.

Missing property and property damaged or rendered unserviceable as the result of personal negligence shall be reported for survey on the project or other unit on which the loss or damage occurred.

Implements owned by the Supply Fund Inventory Account that become irreparably unserviceable on projects without personal fault or negligence may be returned to the warehouse and reported for survey by the Supply Supervisor, providing the certificate of unserviceability prescribed on page 2.10.090 is made and signed on the WPA Form 740a accompanying the movement of the property. The certificate is necessary to protect the interests of the Supply Supervisor and shall be signed by the project supervisor.

—Temporary Structures.

At the discretion of the State Work Projects Administrator, temporary project structures, such as latrines, tool boxes, office shanties, and barriers, made of materials procured for such purpose and expended and reported as "used" on WPA Forms 742 and 720, may be exempted from survey procedure when they are demolished or dismantled. Standardized structures issued to projects whole or in demountable sections or panels shall not be exempted from survey procedure and shall be reported when damage or loss occurs.

—Scraps.

Scrap timber, textiles, metals, and similar items that normally accumulate in the operation of projects shall not be reported in survey procedure. Salable scraps shall be accumulated and periodically reported to the Treasury Procurement Office for sale and documented on *Request for Disposition of Unserviceable Property, Junk, and Scrap*, WPA Form 775 (see pages 2.10.083-2.10.084).

—Reclaimed Timber.

Trench sheeting or other timber expended for its original purpose and removed from records by documentation on WPA Forms 742 and 720 and later reclaimed shall not be reported in survey procedure. Usable reclaimed timber shall be salvaged and returned to stock and documented on *Receipt for Property or Services*, WPA Form 741 (see pages 2.10.052-2.10.054). Nonusable reclaimed timber shall be reduced to scraps. Small accumulations of scrap timber, paper, etc., having no appreciable value shall be destroyed on the project by burning.

—Unusual and Excessive Losses.

Unusual or Excessive Loss of or Damage to Property.—The State Work Projects Administrator shall be immediately notified in cases of unusual or excessive loss of property, or damage to property or premises by reason of theft, fire, flood, or other catastrophe. The State Administrator shall determine whether the survey shall be conducted with the regular surveying officers or by a special board of survey to be appointed by him. The State Administrator shall also issue any special instructions necessary.

Preparation and Submission of REPORT OF SURVEY, WPA Form 715

Report of Survey, WPA Form 715.

WPA Form 715 is printed on both sides, the face side being for the use of the originator and the reverse side for recording subsequent action of surveying officials.

—Preparation.

Report of Survey, WPA Form 715, shall be initiated normally by the individual having custody and direct responsibility for property at the time it became lost, damaged, or unserviceable. Normally, it shall be prepared in an original and four carbon copies. In the case of stolen property or property owned within the Supply Fund Account, an additional carbon copy shall be prepared; and in the case of stolen property owned within the Supply Fund Account, two additional carbon copies shall be prepared.

All information required in the heading of the form shall be inserted in the spaces provided. The report may be assigned a project case number. The space for "Document number" is reserved for the use of the survey reviewing authority.

Property in the same category only—lost, damaged, or unserviceable—shall be included in one report.

The property reported for survey shall be itemized and fully described, and the quantity shall be stated in columns 1 to 4, inclusive. Entries shall not be made by the originator in columns 5 and 6.

—Extra Copy for Supply Fund Property.

In preparing *Report of Survey,* WPA Form 715, for property owned within the Supply Fund Account, one carbon copy of the form will be terminated at this point on the form, and no description of circumstances or other data or signatures shall be included on that copy below the itemization of the property.

Following the words "Describe circumstances * * *," the originator shall give his explanation as to how the property came to be in its reported status. The originator should realize that the statement he makes is his opportunity to explain why his responsibility for the reported property should be relieved. His statement shall be direct and positive, free from hearsay, and contain no remarks such as "I think" or "It is rumored that."

If the reported property is damaged or unserviceable, the circumstances causing the damage or unserviceability shall be stated in detail. If the property is missing, definite information shall be given regarding the protections afforded the property prior to its loss, including reference to any action taken to find or recover the property. If insufficient space is provided in the form, the statement may be concluded on additional plain paper and attached to the report.

—Stolen Property.

If the property is reported as being stolen, the following procedure shall be followed: (1) Report the loss immediately to the nearest police department and indicate on the form the date that this was done and to whom the loss was reported; (2) show on the form the make, trade name, and manufacturer's serial number of any registerable or identifiable property, such as typewriters, sewing machines, instruments, etc.; (3) include on the form full details of any circumstances which might suggest a possibility of identifying the person or persons responsible for the theft; and (4) show on the form the name, title, and identification number of the person who had custody of the stolen property at the time of its loss, if other than the originator of the report.

—Witness' Statement.

When necessary in the protection of his interests, the originator may secure statements from witnesses or others and attach them to the report.

The originator shall complete the certificate at the bottom of the form by signature on all copies of the report and shall insert his pay roll classification and identification number.

Federal Works Agency
WPA Form 715
(Revised 6-15-38)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

Document No. _____

REPORT OF SURVEY

State _____ Administrative area _____ Date _____, 194__

Official project No. _____ Work project No. _____

Location _____

The following-described WPA property is reported for survey:

Status _____
(Designate one: lost, destroyed, damaged, or unserviceable)

Item No. (1)	Item description (2)	Unit of measure (3)	Quantity (4)	For office use only (5)	(6)
			Total		

Describe circumstances causing reported status of property:

I HEREBY CERTIFY that the information set forth above is true and correct to the best of my knowledge and belief.

Signature _____
(Person responsible for property)

_____
(Title)

(Back of form for use by Survey Officer or Board)

(Front)

Investigation and recommendation of Survey Officer or Board:

Date _____, 194__ Signature _____
Survey Officer.

Action by State Administrator or designated representative:

Date _____, 194__ Signature _____
(For the State Administrator)

CERTIFICATE OF DESTRUCTION

This will certify that the items herein cleared for destruction were destroyed

By _____ at _____

Witness _____ Date _____, 194__

Title _____ Signature _____

Title _____
(Operating division)

(This form printed in Washington) *(Back)*

When it is necessary for a project worker to execute a *Report of Survey*, **WPA Form 715**, the face of the form may be prepared for him by the project (or other) clerk. However, the description of circumstances shall be the exact voluntary statement of the worker made without duress.

—Clerical Assistance to Project Workers.

Report of Survey, **WPA Form 715**, for missing or damaged property, shall be prepared immediately after the status is discovered.

—Reports Made Promptly.

Unserviceable property resulting from normal wear and tear may be accumulated and reported for survey monthly. This should be done approximately 5 days prior to the established date for making report of physical count of inventories on *Report of Inventory and Movement of Property*, **WPA Form 720**, in order that the survey action may be concluded and the property removed from custody prior to the rendition of WPA Form 720.

—Report of Property Unserviceable Through Wear.

— —Certificate. When WPA Form 715 is executed for unserviceable property resulting from wear and tear, the project supervisor (and none other) shall investigate the matter, and if the facts are stated correctly, he shall execute and sign the following certificate which shall be attached to all copies of the report.

> I certify that I have personally investigated the property reported hereon and that to the best of my knowledge and belief the property became unserviceable as the result of fair wear and tear on the project cited, without fault or neglect of any individual.

It shall be the responsibility of the official supervising a project to have all WPA Forms 715 prepared, when due, by the individual involved.

—Report Made by Individual Having Direct Responsibility. Only when the individual having direct responsibility for property subject to survey is absent without authority or when he refuses to execute WPA Form 715, the immediate superior of the negligent individual shall be responsible for the execution of the form. He shall explain the reasons for his action in the space for "Description of circumstances." Surveying authorities shall attach no responsibility to the originator of the report in this case unless negligence on his part is disclosed by investigation.

—Disposition of Report. When the *Report of Survey,* **WPA Form 715,** is completed by the originator, one carbon copy shall be retained in the project files and the original and other copies shall be dispatched promptly by the project supervisor directly to the pertinent surveying officer.

—Property of Value Less Than $1. When property having individual value of approximately $1 or less is reported lost or damaged, the project supervisor (and none other) shall investigate the matter and if he believes the condition to be without fault or neglect of any person or group of persons, he may execute and sign the following statement and attach it to each copy of the WPA Form 715.

> To the surveying officer:
>
> I have personally investigated the losses described herein, and it is my belief that the item(s) became lost (damaged) without fault or neglect of any individual.

WPA Forms 715 in these cases shall be complete as to all particulars, and the project supervisor shall not execute the above certificate or statement if the particulars are not correct and fully explained in the report. He shall be fully responsible in every respect for his signed certificate or statement.

Duties of Surveying Officers and Boards of Survey

Duties of Surveying Officers and Boards of Survey.

Surveying officers and boards of survey shall have investigating responsibilities which shall include the responsibility of making recommendations but which shall not include the right of final approval as to disposition or establishment of financial liability. The duties include the following: (1) to determine as accurately as possible from evidence presented in the *Report of Survey*, WPA Form 715, and from personal investigation when necessary, the true conditions causing the status of the property reported; (2) to see that the WPA Form 715 is complete as to all needed information in order to facilitate prompt adjudication by the survey reviewing authority; and (3) to make recommendations to the survey reviewing authority as to the concluding action on the WPA Form 715.

Detailed instructions of the duties of surveying officers are as follows:

—Full Investigation.

1. Surveying officers shall investigate fully all matters submitted on *Report of Survey*, WPA Form 715. Investigation shall not be limited to statements or evidence presented by interested individuals. Additional evidence shall be called for when pertinent.

—Action in Case of Theft.

2. In cases of theft, the surveying officer shall conclude his action promptly and shall immediately send a copy of the *Report of Survey*, WPA Form 715, to the appropriate office of the WPA Division of Investigation. His recommendations to this survey reviewing authority shall be concluded with the following statement:

   A copy of this report of survey was forwarded to the WPA Division of Investigation at_____ on _____(date)____.

   The surveying officer shall promptly forward the original and remaining copies of the WPA Form 715 to the survey reviewing authority in the usual procedure.

—Action in Case of Financial Liability.

3. When financial liability is determined upon investigation by a surveying officer, he shall afford individuals originating *Report of Survey*, WPA Form 715, and any other individual disclosed to be financially liable, the opportunity of examining all evidence made a part of the report. He shall consider and attach to the report any additional statements or affidavits such individuals may desire to submit.

—Record of Investigation.

4. After consideration of all evidence and the conclusion of any needed investigation, the surveying officer shall record the result of his investigation and make his recommendations in the space provided on the reverse of all copies of the *Report of Survey*, WPA Form 715, submitted to him. He shall list the witnesses from whom he took statements and shall attach copies of all statements to the WPA Form 715. The surveying officer shall make definite recommendations as to whether the responsible individual is to be held financially liable and, if he is to be held liable, shall make recommendations as to the amount of money such negligent individual should remit to the Federal Government. When convinced that those charged with the care or shipment of property or with the observance or enforcement of regulations governing the preservation, use, and issuance of property have without fault or neglect performed their whole duty in regard thereto, the surveying officer shall recommend relief from personal responsibility for the property reported. When pertinent, the surveying officer shall definitely recommend the removal of property reported for survey from all records of inventory.

—Curtailed Action.

5. When *Report of Survey,* WPA Form 715, is submitted for unserviceable property resulting from fair wear and tear or for lost or damaged property having individual value of $1 or less, and when the WPA Form 715 includes the appropriate statement or certificate of the project supervisor as described on page 2.10.090, the surveying officer may make his recommendations without further investigation or administrative expense. He must be convinced, however, that the project supervisor's certificate or statement is consistent with the evidence presented in the report. In case of doubt or any apparent irregularity, the surveying officer shall disregard the statements of the project supervisor and shall recommend in accordance with facts disclosed by investigation in procedure common to all other WPA Forms 715.

—Signature on WPA Form 715.

6. The surveying officer shall sign the original of the WPA Form 715 in the space provided, following his recommendations, and shall cause his name and title to be typed or printed on all carbon copies. He shall retain one carbon copy of the report and shall forward the original and other copies to the survey reviewing authority.

—Collection From Individuals.

7. When the surveying officer recommends that a negligent WPA employee be held financially liable for surveyed property owned by the Work Projects Administration, he shall immediately request the State Director, Division of Finance, or his authorized representative to place a stop order on any pay due the negligent individual. (No collection shall be consummated until the WPA Form 715 is approved by the survey reviewing authority.) The surveying officer also shall immediately inform the negligent individual of the action he has recommended. This latter action shall be taken in due time to afford the negligent individual the opportunity of presenting any new evidence or reason to the survey reviewing authority as to why the recommendation of the surveying officer should not be administratively approved and consummated.

   No WPA employee shall be held financially liable for the loss of or damage to property of third parties by reason of the survey procedure.

—Recommend Disposition of Property.

8. The surveying officer shall recommend the disposition to be made of damaged or unserviceable property. Usually this shall be done by recommending that the property be removed to a warehouse for salvage. (For salvage action subsequent to approval of the WPA Form 715, see page 2.10.096.)

—Action in Case of Supply Fund Property.

9. On *Report of Survey,* WPA Form 715, for property owned within the Supply Fund Account, an extra copy of the WPA Form 715, completed only to include the itemization of the property, is provided. The surveying officer shall not make any entry on this one carbon copy of the form and shall forward the incompleted copy, along with the usual completed copies, to the survey reviewing authority.

Duties of Survey Reviewing Authority

Duties of Survey Reviewing Authority.

The survey reviewing authority shall have authority to approve or disapprove recommendations made by surveying officers and boards of survey and shall order the required disposition. In case of disapproval, the survey reviewing authority shall order the report to be reinvestigated by the same surveying officer or he may assign the matter to another surveying officer for complete investigation.

The survey reviewing authority shall make pertinent recommendations and reports to the State Work Projects Administrator regarding the appointment and functioning of surveying officers and boards of survey.

Detailed instructions pertinent to the duties of the survey reviewing authority are as follows:

1. The survey reviewing authority shall review all *Report of Survey*, WPA Forms 715, acted upon by surveying officers, including all attachments, findings, and recommendations. When the evidence presented is not considered adequate, or if the recommendations are believed to be inconsistent with the evidence, the survey reviewing authority shall require the matter to be reopened and fully investigated by the same or another surveying officer. —Complete Review.

2. In cases of theft, a copy of the WPA Form 715 will have been sent to the WPA Division of Investigation by the surveying officer. If the Division of Investigation decides to investigate the matter, the survey reviewing authority will be informed immediately. When advised by the Division of Investigation that the matter will be concluded by that Division, the survey reviewing authority shall limit his action to ordering the property removed from the records of inventory. His recorded action shall include the statement that the matter is being investigated by the WPA Division of Investigation. The report shall then be disposed of in regular procedure. —In Cases of Theft.

   If the survey reviewing authority does not receive notice from the WPA Division of Investigation, he shall conclude his investigation and approve or disapprove the report in the manner prescribed herein for all other WPA Forms 715.

3. The survey reviewing authority shall record his action in the space provided on the reverse of all copies of *Report of Survey*, WPA Form 715, submitted to him. Approval or disapproval of the recommendations of the surveying officer shall be indicated by sufficient words to reiterate that which is approved or disapproved. Individual words "Approved" or "Disapproved" alone shall not be used. —Record of Action.

   Examples of the wording of approvals by the survey reviewing authority of recommendations made by a surveying officer are shown by the following cases: — —Examples.

   Case 1.—The recommendations of the surveying officer are approved. The property listed shall be removed from all records of inventory.

   Case 2.—The recommendations of the surveying officer are approved. The damaged property shall be delivered to the warehouse for salvage and removed from all records of inventory of serviceable property.

   Case 3.—The recommendations of the surveying officer are approved. The sum of $_____ shall be deducted from pay due (John Doe) and the property shall be removed from all records of inventory.

An example of the wording of a disapproval by the survey reviewing authority is as follows:

> The recommendations of the surveying officer are disapproved for the following reason (or reasons): (Explain fully.) This report of survey is returned to _____ for reinvestigation and recommendations.

—Curtailed Action.

4. Reports of survey for property rendered unserviceable through fair wear and tear, and for lost or damaged property having individual value of $1 or less, may be approved without investigation by the survey reviewing authority; provided (1) such action has been recommended by the surveying officer, and (2) the necessary statement or certificate of the project supervisor is in correct order in every respect.

—Signature on WPA Form 715.

5. The survey reviewing authority shall sign the original *Report of Survey,* **WPA Form 715,** bearing his approval or disapproval, and shall cause his name and title to be typed on all copies submitted to him. He shall assign the report a State document number in the space provided on the face of the form.

—Special Action for Supply Fund Property.

6. For property owned within the Supply Fund Account, an extra copy of the *Report of Survey,* **WPA Form 715,** completed only to include the itemization of the property, is provided. The survey reviewing authority shall not make any entry on this copy of the form and shall forward the incompleted copy with the original WPA Form 715 to the State Director, Division of Finance.

—Disposition of Reports.

Approved *Report of Survey,* **WPA Forms 715,** shall be disposed of promptly by the survey reviewing authority as follows: The original signed copy with the original of all attachments and exhibits shall invariably be dispatched to the State Director, Division of Finance. In all cases of property owned within the Supply Fund Account, the additional carbon copies shall be forwarded with the originals.

One carbon copy shall be returned to the project on which the report originated, transmitted through the office of the pertinent surveying officer. One carbon copy shall be retained by the survey reviewing authority.

—Action Within Division of Finance.

On receipt of *Report of Survey,* **WPA Form 715,** the State Director, Division of Finance, shall cause any ordered action pertinent to his division to be taken. Such ordered actions may include collections to be made from negligent WPA employees for value of lost or damaged property, the removal of items from records of inventory maintained by the State Property Accountant, etc.

— —Special Report on Supply Fund Property.

On *Report of Survey,* **WPA Form 715,** for property owned within the Supply Fund Account, an additional carbon copy of the WPA Form 715, completed only to include the itemization of the property, is provided. After posting the approved survey reports to the records of inventory, it shall be the responsibility of the State Property Accountant to complete the extra carbon copy of the WPA Form 715 as follows:

> The items recorded shall be priced in columns 5 and 6, using the prices shown on the records of inventory.
>
> The words "Describe circumstances, etc." shall be struck out and the following statement included in this space.
>
> *Indorsement to the Treasury State Accounts Office*
>
> The property described and having the values shown above has been removed from all records of inventory by order of the State survey reviewing authority, dated _____.

The words "to the best of my knowledge and belief" shall be struck out of the certificate, and the certificate as amended shall be signed by the State Property Accountant.

The State Property Accountant shall submit this copy to the Treasury State Accounts Office.

These WPA Forms 715 shall not contain any reference to the circumstances causing the status of the surveyed property, and no entry shall be made on the reverse of the form. The WPA Forms 715 shall be accumulated and dispatched to the Treasury State Accounts Office along with WPA Form 756. (See vol. 4 of the Manual of Rules and Regulations, page 4.5.088, for complete detail.)

A specimen copy of *Report of Survey*, **WPA Form 715**, for transmittal to the Treasury State Accounts Office is reproduced herein.

(Specimen Form 715 to notify Treasury State Accounts Office of reduction in supply fund inventory as result of administrative survey action)

Federal Works Agency
WPA Form 715
(Revised 4-16-38)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
REPORT OF SURVEY

Document No. 476

State Kentucky Administrative area S. F. Date April 22, 1940

Symbol No. (Enter current symbol) Supply fund inventory

Location Louisville warehouse

The following-described WPA property is reported for survey:

Status Unserviceable through fair wear and tear
(Designate one: lost, destroyed, damaged, or unserviceable)

Item No. (1)	Item description (2)	Unit of measure (3)	Quantity (4)	For office use only (5)	(6)
1	Picks, R. R.	ea	3	50	1 50
2	Shovels, L. H. R. P.	ea	20	50	10 00
3	Wheelbarrows	ea	5	1 30	6 50
				Total	18 00

Indorsement to the Treasury State Accounts Office:
The property described and having the values shown above has been removed from all records of inventory by order of the State Survey Reviewing Authority dated May 10, 1940.

I HEREBY CERTIFY that the information set forth above is true and correct

Signature _____

State Property Accountant
(Title)

Date signed _____

(Back of form for use by Survey Officer or Board)

Disposition of Damaged and Unserviceable Property Subsequent to Approval of REPORT OF SURVEY, WPA Form 715

Disposition of Unserviceable Property.

When unserviceable or damaged property is ordered salvaged on an approved *Report of Survey*, WPA Form 715, the following steps shall be taken.

—Property Delivered to Warehouse.

On receipt of the copy of the approved WPA Form 715 returned to the project on which it originated, the project supervisor shall cause the property to be removed to a warehouse where it shall be placed in bins, identified as to project and the pertinent WPA Form 715. Periodically, as appreciable quantities of such property accumulate, the Supply Supervisor of the appropriate Supply Section shall request the survey reviewing authority to send a representative to the warehouse, who, with the Supply Supervisor, shall determine

— —Salvage Action.

the salvage action to be taken. Salvage action shall be recorded on the copy of the WPA Form 715 retained by the survey reviewing authority or on supplemental sheets of paper to be subsequently attached to WPA Form 715.

The following abbreviations shall be used on the WPA Form 715, opposite pertinent items to show the disposition made:

J—Junked.
S—Salvaged and ordered repaired.
D—Destroyed.

—Reparable Property.

Property reparable at reasonable expense shall be sent to the appropriate shop, repaired, evaluated by appraisal of its new useful value, returned to stock, documented on *Receipt for Property or Services*, WPA Form 741, under the caption "Reclaimed by salvage," and recorded to inventory.

—Nonreparable Property.

Property determined to be nonreparable shall be reduced to junk or conspicuously branded "I. C." (inspected and condemned), and placed in a junk pile according to its material classification. Junk and surveyed property having salable value shall be accumulated until an appreciable quantity is on hand, when it shall be reported by the State Supply Manager to the Treasury Department Procurement Officer for sale, documented on *Request for Disposition of Unserviceable Property, Junk, or Scrap*, WPA Form 775, in the procedure set forth herein.

When property (except explosives) is ordered reported to the Treasury Procurement Division for disposition on approved WPA Form 715, and salvage action is not ordered, the project supervisor or the Supply Supervisor shall notify the State Supply Manager, who may request the disposition of the property (utilizing WPA Form 775) directly from the project holding the property, or he may order it removed to a warehouse yard for subsequent sale, whichever is most economical to the Administration. Projects holding surveyed property ordered sold shall request removal on WPA Form 358. This property shall not be removed from the project without the approval of the Supply Supervisor of the appropriate Supply Section, and warehouses or storeyards shall not accept such property without this approval.

—Destruction of Surveyed Property.

When the Supply Supervisor is advised by the Procurement Officer that property requested sold cannot be disposed of in that manner and that it shall be destroyed, he shall destroy the property by burning or by disposition on a public dump. Such property disposed of at a dump shall be reduced to nonusable residue prior to dumping and all evidences of ownership removed.

—Destruction of Explosives.

When, as the result of survey procedure, explosives (dynamite, etc.) are determined to be damaged or deteriorated to the extent that retention in storage creates a serious public menace, the survey reviewing authority shall

order such surveyed property destroyed without referral to the Treasury Procurement Office for sale. Such explosives shall be destroyed by the Work Projects Administration in any manner that will insure public safety, except by sale or dumping. A report of such property destroyed shall be forwarded to the State Treasury Procurement Office at the end of each fiscal year.

—Disposition by Dumping.

Disposition of property by destruction or dumping shall be witnessed by a representative of the survey reviewing authority, who together with the Supply Supervisor or his authorized representative shall execute the "Certificate of destruction" on the survey reviewing authority's file copy of the *Report of Survey*, WPA Form 715.

Loss of or Damage to Property of Third Parties

Damage to Property of Third Parties.

Loss of or damage to property of third parties shall be reported immediately to the surveying officer, who shall immediately notify the State Compensation Officer. The *Report of Survey,* **WPA Form 715,** shall be prepared promptly and submitted to the surveying officer in the regular manner. On receipt of the WPA Form 715, the surveying officer and a representative of the State Compensation Officer shall jointly conduct the investigation. In any cases where the damage to or loss of property of third parties may result in a claim against the United States, the investigation shall be prompt and strictly confidential by WPA officials, and any findings or recommendations that might aid and abet a claim against the United States shall not be published or imparted by WPA employees, except by specific direction of the State Work Projects Administrator in each individual instance.

—Joint Investigation

—Investigation and Findings Confidential.

—WPA Employees Not Financially Liable.

No WPA employee shall be held financially liable for the loss of or damage to property of third parties through the medium of the survey procedure.

cost of tags and shields used on all supply fund and project equipment. The cost of tags and shields used on administrative equipment will be borne by the Administrative Expense Account of the central office.

—Exemptions.

Automobiles operated by the Division of Investigation shall be exempted from bearing the official shield. Temporary removal of the official tags and the substitution therefor of State tags may be allowed when necessary for proper execution of the specific duties at hand.

—Registration Records.

Each State Work Projects Administration shall maintain a record of (1) the specific assignment of all tags in use on vehicles, (2) all tags on hand and unassigned, and (3) all voided tag numbers. Tag numbers also shall be noted on the pertinent equipment inventory record cards.

—Annual Report.

Each State Work Projects Administration shall submit to the central office a report of the number, by type, of WPA-owned motor vehicles on hand, certifying that all such vehicles are identified as required herein. The report shall be prepared as of December 31 each year and submitted as an attachment to the *Report of Value of WPA-Owned Property on Hand*, WPA Form 781.

Added Aug. 19, 1941

Appendix A

LIST OF CROSS-REFERENCE CITATIONS

9-1	Operating Procedure No. G-3, section 5
9-2	Operating Procedure No. G-3
9-3	Operating Procedure No. G-3, section 8, subsection A-1
9-4	Operating Procedure No. G-5, section 37
9-5	To be issued as chapter 10 of this volume
9-6	Operating Procedure No. G-5, section 20, subsection D
10-1	Operating Procedure No. E-9, section 32
10-2	Operating Procedure No. E-9, section 40
10-3	Operating Procedure No. E-9, sections 28 and 38
10-4	Operating Procedure No. G-5, section 32

2.A.001

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order such surveyed property destroyed without referral to the Treasury Procurement Office for sale. Such explosives shall be destroyed by the Work Projects Administration in any manner that will insure public safety, except by sale or dumping. A report of such property destroyed shall be forwarded to the State Treasury Procurement Office at the end of each fiscal year.

—Disposition by Dumping.

Disposition of property by destruction or dumping shall be witnessed by a representative of the survey reviewing authority, who together with the Supply Supervisor or his authorized representative shall execute the "Certificate of destruction" on the survey reviewing authority's file copy of the *Report of Survey*, **WPA Form 715.**

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Appendix A

LIST OF CROSS-REFERENCE CITATIONS

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10-2	Operating Procedure No. E-9, section 40
10-3	Operating Procedure No. E-9, sections 28 and 38
10-4	Operating Procedure No. G-5, section 32

Revised Jan. 25, 1941

Appendix E

TABLES OF ASSIGNED SERVICE LIFE AND ANNUAL DEPRECIATION FACTORS FOR WPA-OWNED AUTOMOTIVE AND CONSTRUCTION EQUIPMENT, AND OFFICE EQUIPMENT

This appendix consists of two tables developed for use by the Work Projects Administration for the purpose of periodically evaluating equipment owned by or in the custody of the Administration referred to in chapter 10, part II, of this Manual. Table No. 1 is a table of assigned service life and annual depreciation factors for WPA automotive and construction equipment. Table No. 2 is a table of assigned service life and annual depreciation factors for WPA office equipment. In order to insure a uniform application of the factors set forth in the tables the following cohditions should be observed.

1. The factors assigned are related to normal operating conditions within the Work Projects Administration only, i.e., that the equipment is worked one shift per normal WPA workday, with approximately 30 workdays' idle time per year due to repairs and other normal reasons.

   When equipment is worked continually in double-or triple-shift operations for appreciable lengths of time, the annual depreciation factors for such equipment may be modified proportionally. Modifications, when necessary, shall require approval of the Regional Director. Such proportional modifications shall be made to the Annual Depreciation Factors in the table, after which the Assigned Service Life Factors shall be amended accordingly. In other words, the Assigned Service Life Factors shall not be modified first and the Annual Depreciation Factors determined therefrom.

2. Where the size or capacity of an item is not shown, the factors indicated shall apply to all sizes or capacities. Sizes or capacities, where shown, are inclusive.

3. Depreciation factors are reciprocals of the Assigned Service Life Factors, and represent the annual depreciation to be applied to the items for purposes of evaluating the inventory only. The Depreciation Factors are not related to equipment rental rates.

4. Requests for the assignment of factors for any items not included in the table shall be referred (through the Regional Office for recommendations) to the central office Supply Section.

5. Listings in the table afford an excellent guide to simplified equipment nomenclatures, normally used in records of inventory and other documents used within the Work Projects Administration.

6. Items in the table do not establish the classification of the equipment inventory as "Major," "Minor," or any other. Equipment shall be classified according to the definitions set forth on pages 2.10.001-2.10.003. Neither does the table establish how equipment shall be handled in State Administrations, i.e., whether or not certain items of minor equipment are handled in the same manner as implements. Discretion of State Administrations as permitted in the Manual shall govern in such instances.

TABLE NO. 1

Table of Assigned Service Life and Annual Depreciation Factors for WPA Automotive and Construction Equipment

Item	Assigned service life factor	Annual depreciation factor
A		
Aggregate bin (*see* Bin)		
Aggregate weighing hopper, Batcher only:		
Weighing 1 to 4 concrete materials	4	25.0
Agitator (*see* Concrete)		
Air compressor; motor truck unit, tractor mounted, portable, or on skids. All capacities	4	25.0
Air tool; backfill tamper, calking and chipping hammer, clay digger:		
Concrete surfacing grinder, drill, jackhammer sheeting driver, handsaw, wood borer, riveter, pavement breaker, sump-pump and similar items	3	33.0
Angledozer (*see* Grader)		
Asphalt equipment:		
Distributer	4	25.0
Heating equipment, boiler, booster, kettle, surface or tool heaters, etc	4	25.0
Mixer, hot and cold patch	3	33.0
Paver, semicrawler, gas	4	25.0
Plants; portable, central, or travel	4	25.0
Relay tanks, with or without trucks	4	25.0
Automobile:		
Light	3	33.0
Medium	4	25.0
Heavy	6	16.7
Auto patrol (*see* Grader)		
B		
Backfiller; attachment for tractor, boom dragline or bull-dozer type	4	25.0
Barbender, hand or power operated	6	16.7
Bar cutter, hand operated	6	16.7
Batcher equipment (*see* aggregate weighing hopper, bin elevator, cement, etc.)		
Belt conveyor (*see* Conveyor)		
Bin, Aggregate; and bulk cement, steel portable with folding legs	4	25.0
Knock-down	6	16.7
Bituminous equipment (*see* Asphalt)		
Blacksmith shop outfits, portable	6	16.7
Blower, mechanical	10	10.0
Boat; oyster, row, skiffs (wood only)	6	16.7
Boiler; steam, stationary, vertical type	6	16.7

Added July 6, 1942

Item	Assigned service life factor	Annual depreciation factor
B—Continued		
Boom (*see* Derrick)		
Bottomless scraper (*see* Scraper)		
Bucket; Bail and pivot, clamshell digging or rehandling, concrete (bottom dump), dragline, orange peel, slackline cable-way, scraper (tower-excavator, etc.)	4	25.0
Bucket-hoist equipment	4	25.0
Buggy; concrete (*see* Concrete)		
Buggy; Earth-moving (*see* Wagon)		
Bulldozer attachment (*see* Grader)		
Bulldozer, with tractor (*see* Tractor)		
C		
Car:		
Batch Box, steel 2 box	4	25.0
Concrete, hopper or dump	7	14.3
Railroad, dump, all gauges, air or hand, wood	6	16.7
Steel	8	12.5
Carryall (*see* Scraper)		
Cement elevator (*see* Elevator)		
Cement gun machine:		
N-00 or N-0, with nozzle and 50' hose	4	25.0
N-1 or N-2, with nozzle and 50' hose	5	20.0
Cement weighing hopper	6	16.7
Chain hoist	8	12.5
Compressor (*see* Air)		
Concrete:		
Buggy or cart	3	33.3
Finishing machine; highway, standard, gas with or without vibrator attachment	4	25.0
Float bridge; steel, road	4	25.0
Forms; steel, without fastenings, curb only, curb and gutter, integral curb and road, load-bearing, etc	4	25.0
Mixer; construction, gas (or hand)		
10 sacks and under	3	33.0
Over 10 sacks	4	25.0
Paving; gas, wheel, or crawler	4	25.0
Spouting accessories:		
Bucket, tower hoist	6	16.7
Boom, steel for chute	6	16.7
Chute or spout	2	50.0
Hopper	6	16.7
Spouting plant complete	5	20.0
Vibrator, electric, hydraulic, or pneumatic	3	33.0
Conveyor unit (elevating or horizontal belt) with or without power	4	25.0
Crane, Crawler, Diesel or gas:		
5 to 10 tons	5	20.0

Added July 6, 1942

Item	Assigned service life factor	Annual depreciation factor
C—Continued		
Crane, Crawler, Diesel or gas—Continued		
15 to 20 tons	6	16.7
25 tons and over	8	12.5
(*see also* Derrick, Hoist)		
Crawler (caterpillar) equipment (*see* Crane, Tractor, Wagon, etc.)		
Crusher; on skids, no power	6	16.7
Crusher and loader (pit and quarry plant) with or without screens:		
Heavy-duty, large capacity	6	16.7
Light-duty, small capacity	4	25.0
D		
Derrick; boom slew, slewgear	10	10.0
Derrick Crab; hand operated or powered	10	10.0
Derrick and bull wheel:		
Guy, steel stiff leg steel; all lengths of boom	10	10.0
Hand, guy; setter or stiff leg	8	12.5
Derrick (*see also* Crane, Hoist, etc.)		
Disc (*see* Grader)		
Drag equipment (*see* Excavator, Scraper, etc.)		
Drag line crawler, Diesel or gas:		
1 cu. yd. and under	8	12.5
1¼ to 2 cu. yds.	7	14.3
2 cu. yds. and over	6	16.7
Drag line; auto truck, without bucket, Diesel or gas	4	25.0
Drag line, attachment for tractor (*see* Backfiller)		
Drag, road (*see* Grader)		
Drill (*see* Air tools, Electric tools)		
Drill:		
Air drifter, tripod or tunnel	4	25.0
Blast hole, traction or portable gas or steam	6	16.7
Drill rig, with or without traction	10	10.0
Drill sharpener; air, large and small	6	16.7
Dump equipment (*see* Car, Truck, etc.)		
E		
Electric hand tool; drill, grinder, hammer, saw, etc	4	25.0
Electric motor (*see* Motor, electric)		
Elevating grader (*see* Scraper)		
Elevator; chain bucket, all capacities	6	16.7
Elevator tower; cage and sheaves, angle or tube steel, light or heavy duty, single or double	6	16.7
Elevator tower (*see also* Concrete Spouting Plant)		
Engine; complete not mounted, Diesel or gas, all h.p.	8	12.5
Excavator attachment (*see* Dragline, etc.)		

Added July 6, 1942

Item	Assigned service life factor	Annual depreciation factor
E—Continued		
Excavator, cable type, slackline cableway or power-drag scraper:		
1 cu. yd. and under	4	25.0
1 cu. yd. and over	6	16.7
F		
Forms (*see* Concrete)		
Finishing machine (*see* Concrete, Asphalt, etc.)		
Fire extinguisher, chemical on wheels	5	20.0
Float bridge (*see* Concrete)		
Fresno scraper (*see* Scraper)		
G		
Gasoline equipment (*see* appropriate headings)		
Generator, electric	10	10.0
Grade builder (*see* Grader)		
Grader (*see also* Scraper)		
Grader:		
Blade, hand control	5	20.0
Blade, hydraulic		
Bulldozer, grade builder, or angledozer attachment:		
30 h.p. and under	4	25.0
Over 30 h.p	5	20.0
Drag; multipleblade, hand or mechanical control	4	25.0
Form, subgrade	4	25.0
Motor grader, Diesel or gas	6	16.7
Gunit machine (*see* Cement gun)		
H		
Hammer, belt or motor drive	10	10.0
Hammer (*see also* Pile hammer)		
Heater, asphalt (*see* Asphalt)		
Hoist only:		
No power or slew, one or more drums	11	9.1
Post, electric, one or more drums	8	12.5
Hoisting unit, no boom slew:		
One and two drums, electric:		
10 h.p. and under	7	14.3
Over 10 h.p.	9	11.1
One or more drums, gas		
10 h.p. and under	6	16.7
Over 10 h.p	7	14.3
Hopper (*see* Aggregate, Cement, etc.)		
Hose reel or cart	5	20.0
Hydraulic; jack, pump, etc. (*see* appropriate heading)		

Added July 6, 1942

Item	Assigned service life factor	Annual depreciation factor
I		
Instrument (surveying) (*see* Level, Transit, etc.)		
J		
Jack; Hydraulic, lever or screw	6	16.7
Joiner, bench, electric or other powered	5	20.0
K		
Kettle, tar, compound, etc	3	33.3
L		
Lathe, metal-working or wood-working	10	10.0
Laundry equipment	10	10.0
Launch, gasoline (marine equipment)	7	14.3
Level, surveyor's	9	11.1
Lighting equipment:		
Acetalyne	3	33.0
Portable electric	4	25.0
Lighter (coastwise marine equipment)	10	10.0
Loader; bucket, with or without traction	4	25.0
Locomotive, narrow gauge:		
Diesel, 10-ton	7	14.3
Diesel, 15-ton	8	12.5
Diesel, 30-ton	10	10.0
Gasoline, under 10-ton	6	16.7
Gasoline, 10-ton	7	14.3
Gasoline, 15-ton	8	12.5
Gasoline, 30-ton	10	10.0
Lumber carrier, automotive	6	16.7
M		
Marine craft (*see* appropriate heading)		
Milling machine	10	10.0
Mixer (*see* Asphalt, Concrete, Mortar, etc.)		
Mortar and plaster mixer	4	25.0
Motor; electric, with base and pulley, AC or DC, any h.p.	10	10.0
Mower, right-of-way	5	20.0
O		
Office equipment (*see* separate list)		
P		
Paver, concrete (*see* Concrete)		
Pile driver (marine equipment)	10	10.0

Added July 6, 1942

Item	Assigned service life factor	Annual depreciation factor
P—Continued		
Pile hammer, steam or air:		
Single acting;		
3,000 lbs	4	25.0
Over 3,000 lbs	6	16.7
Double acting;		
Under 1,000 ft.-lbs	3	33.3
1,000 ft.-lbs. but under 15,000 ft.-lbs	4	25.0
15,000 ft.-lbs. and over	6	16.7
Pile-pulling attachment, steam or air	4	25.0
Pit and quarry equipment (*see* Crusher)		
Planer, metal-working	10	10.0
Planer, wood-working	10	10.0
Plaster mixer (*see* Mortar)		
Plow:		
Furrow	3	33.3
Rooter	6	16.7
Plow (*see also* Ripper, Scarifier)		
Pneumatic tools and equipment (*see* Air)		
Press:		
Drill	10	10.0
Hydraulic	10	10.0
Projectors, moving-picture or slides	10	10.0
Punch, powered for steel	10	10.0
Pumping unit:		
Centrifugal, diaphragm, plunger or piston, portable without power	6	16.7
Centrifugal, diaphragm, plunger or piston, portable or stationary, with gas, Diesel, or electric power	6	16.7
Road, high-press, gas	4	25.0
Sump, centrifugal, electric, or gas	6	16.7
Q		
Quarry plant (*see* Crushers)		
R		
Rail, steel (not assembled as track)	9	11.1
Rail, steel (*see also* Track)		
Ripper, wheel type	5	20.0
Ripper (*see also* Scarifier, Plow)		
Roadbuilding equipment (*see* appropriate headings)		
Roller:		
Hand, steel	4	25.0
Tandem, gas, Diesel, or steam	8	12.5
Tamping (sheepsfoot)	6	16.7
Three-wheel, with or without center roll	8	12.5

Added July 6, 1942

Item	Assigned service life factor	Annual depreciation factor
S		
Sand equipment (*see* Aggregate, Crusher, Washer, etc.)		
Sawmill, portable	10	10.0
Saw Rig and Woodworker:		
Saw rig, portable, electric, gas, or without power, with or without band-saw attachment	10	10.0
Woodworker, light, gas, or electric	7	14.3
Woodworker, heavy-duty, electric, gas, or without power	10	10.0
Scales, railroad, platform, or pedestal (no springs)	10	10.0
Scarifier:		
Attachment, road grader, roller, or tractor	4	25.0
Block, steerable, heavy	5	20.0
Scarifier (*see also* Grader, Ripper)		
Scraper:		
Bottomless	5	20.0
Elevating grader, Diesel, or gas	5	20.0
Scarifier, cable excavator, rotary (drag)		
27 cu. ft. and under	3	33.3
Over 27 cu. ft	4	25.0
Cable excavator, slip	2	50.0
Wagon (carryall)		
Under 10 cu. yds	5	20.0
10 cu. yds. and over	6	16.7
Wheeler		
Under 27 cu. yds	3	33.3
27 cu. yds. and over	4	25.0
Scraper, slackline (*see* Excavator)		
Scraper (*see also* Grader, Ripper, etc.)		
Screens and screening plant (*see* Crusher)		
Sewing machine, with or without power	6	16.7
Shears, steel, cutting, with or without power	10	10.0
Sheepsfoot roller (*see* Roller)		
Shore, floor form, adjustable	5	20.0
Shovel:		
Air, tunnel	6	16.7
Auto truck or crawler, gas, or Diesel, under 1 cu. yd	5	20.0
Crawler, gas, or Diesel, over 1 cu. yd	6	16.7
R. R. type	11	9.1
Shovel attachment: crane, ditcher, dragline; skimmer-scoop; shovel-assembly	5	20.0
Shovel (*see also* Crane, Dragline)		
Slackline excavator (*see* Excavator)		
Slip (*see* Scraper)		
Spreader:		
Stone box, mounted or unmounted	4	25.0
Stone, vibrator, with power	4	25.0
Sprinkler truck (*see* Truck)		

Added July 6, 1942

Item	Assigned service life factor	Annual depreciation factor
S—Continued		
Station wagon (*see* Truck)		
Subgrade planer (*see* Grader)		
Sump pump (*see* Pump)		
Switch, railroad, portable	4	25.0
T		
Tamping equipment (*see* Roller)		
Tank, gasoline storage	6	16.7
Tank, water or air storage	10	10.0
Tank (*see also* Asphalt, Truck, etc.)		
Testing machines, for concrete cylinders or beams	10	10.0
Threading and cutting machines, pipe	10	10.0
Tool cart, steel	5	20.0
Tower, (*see* Concrete, Spouting equipment, Elevator tower, etc.)		
Track, portable	6	16.7
Track (*see also* Switch, Turntable, etc.)		
Tractor:		
Wheel, gas, small	3	33.3
Wheel, heavy-duty	5	20.0
Crawler, Diesel,		
Under 50 h.p	5	20.0
50 h.p. and over	6	16.7
Crawler, gas,		
Under 50 h.p	4	25.0
50 h.p. and over	5	20.0
Trailer:		
Dump, crawler, or pneumatic tires	6	16.7
Platform, drop-frame, any capacity	4	25.0
Reversible, any capacity	4	25.0
Trailer (*see also* Wagon, Scraper)		
Transit, surveyor's	11	9.1
Traveling mixer (*see* Concrete, etc.)		
Trenching machine:		
Chain bucket,		
Under 12' depth	5	20.0
12' to 18' depth	6	16.7
Rotary scoop	5	20.0
Pull stroke (*see* Shovel)		
Truck:		
Auto with or without body or accessories;		
Diesel, 2-ton and under	5	20.0
Over 2-ton	6	16.7
Gas, ½-ton	3	33.3
1-ton	4	25.0
2-ton	5	20.0
Over 2-ton	6	16.7
Turntable; indus. R.R., narrow gauge	6	16.7

Added July 6, 1942

Item	Assigned service life factor	Annual depreciation factor
V		
Vibrator (*see* Concrete, Spreader, etc.)		
W		
Wagon; buggy-type, dump (steel), sprinkler or tank	6	16.7
Dump, wood	5	20.0
Wagon (*see also* Truck, Trailer, Scraper)		
Washer; gravel, with screen	4	25.0
Weighing hoppers (*see* Aggregate)		
Welding equipment, acetylene hand-truck or hand-case	5	20.0
Welding machine; electric arc, portable, electric or gasoline drive 2.5 k. w.	6	16.7
Well-drilling equipment (*see* Drill rig)		
Wheel scraper (*see* Scraper)		
Woodworking equipment (*see* Saw, Electric tools, etc.)		

Added July 6, 1942

TABLE NO. 2

Table of Assigned Service Life and Annual Depreciation Factors for WPA Office Equipment

Item	Assigned service life factor	Annual depreciation factor
B		
Binders, loose leaf	10	10.0
C		
Cabinets:		
Clothes, wardrobe	10	10.0
File	10	10.0
File, electrofile	6	16.7
Supply	10	10.0
Cases, book and display	10	10.0
Chairs:		
Brentwood	5	20.0
Stenographers	10	10.0
Straight	10	10.0
Straight with arms	10	10.0
Swivel, heavy	10	10.0
Cleaner, electric vacuum	6	16.7
Clock, time	10	10.0
D		
Desks	10	10.0
F		
Fans, electric	10	10.0
L		
Lamps, desk and floor	10	10.0
M		
Machines:		
Adding	10	10.0
Addressing and mailing	10	10.0
Air conditioning	10	10.0
Billing	8	12.5
Blue-printing	10	10.0
Bookkeeping	8	12.5
Calculating	10	10.0
Copyholders	10	10.0
Dictating	6	16.7
Duplicating	10	10.0
Folding and sealing	10	10.0

Added July 6, 1942

Item	Assigned service life factor	Annual depreciation factor
M—Continued		
Machines—Continued		
Numbering	10	10.0
Photographing	10	10.0
Typewriters	7	14.3
Water coolers	10	10.0
S		
Safes	10	10.0
Scales, counter and mail	10	10.0
Shades, Venetian	10	10.0
Stands, and racks	10	10.0
System, call	10	10.0
T		
Tables	10	10.0

Added July 6, 1942